

# **Memorandum of Agreement**

**City of San José**

**and**

**San José Police Officers' Association**



**July 1, 2022 – June 30, 2025**

**CITY OF SAN JOSE  
AND  
THE SAN JOSE POLICE OFFICERS' ASSOCIATION  
MEMORANDUM OF AGREEMENT**

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The Memorandum of Agreement hereinafter referred to as the "Agreement" is established by agreement at San Jose, California, this **13th day of December, 2022** by and between the City of San Jose, hereinafter referred to as the "City" or "Management" and the San Jose Police Officers' Association, hereinafter referred to as the "Employee Organization" or "Organization". The use of the term "Memorandum of Agreement" or "Agreement" is to be considered the same as the term Memorandum of Understanding contained in Section 3505.1 of the "Meyers-Milias-Brown Act."

The parties agree that the purpose of this Memorandum of Agreement is: To promote and provide harmonious relations, cooperation and understanding between the City and the employees covered herein; to provide an orderly and equitable means of resolving differences which may arise under this Agreement, and to set forth the full agreements of the parties reached as a result of meeting and conferring in good faith regarding wages, hours and other terms and conditions of employment of the employees represented by the San Jose Police Officers' Association.

## **ARTICLE 1            TERM**

This Memorandum of Agreement (hereinafter, "Agreement") shall become effective July 1, 2022, except where otherwise provided, and shall remain in effect through June 30, 2025. No amendment or change to the provisions of this Agreement shall be valid or binding unless reduced to writing and signed by duly authorized representative(s) of the parties.

## **ARTICLE 2            RECOGNITION**

Pursuant to Resolution No. 39367 of the City Council of the City of San Jose and the provisions of applicable state law, the San Jose Police Officers' Association, hereinafter referred to as the "Employee Organization" or "Organization", is recognized as the exclusive representative for the purpose of meeting and conferring on matters within the scope of representation for employees assigned to the following classifications:

Unit 011: Police Officer, Police Sergeant, Police Lieutenant

Unit 012: Police Captain

Unit 014: Police Recruit

## **ARTICLE 3            COMMENCEMENT OF NEGOTIATIONS**

It is mutually agreed that the first meeting of the parties will be held no later than twenty (20) calendar days after the City or Association receives notice from the other, which may be any date after January 1 of the year in which the current contract terminates.

## **ARTICLE 4                      DEFINITIONS**

For the purposes of this Memorandum of Agreement, words, phrases and terms used herein shall be deemed to have the meanings specified in Section 2 - Definitions, of Resolution No. 39367 of the Council of the City of San Jose and in Part 2 - Definitions, of Chapter 3.04 of Title III of the San Jose Municipal Code unless it is apparent from the text that a different meaning is intended.

## **ARTICLE 5                      WAGES AND PREMIUM PAY**

### **5.1      Recruitment and Retention Pay**

In acknowledgement of the recruitment and retention issues of classifications assigned to the POA, all salary ranges for employees holding positions in classifications assigned to the POA shall receive an approximate 4% ongoing retention premium pay. This payment is not pensionable.

Effective the first full pay period of Fiscal Year 2024-2025, the 4% ongoing retention premium pay shall be rolled into base pay for all salary ranges for employees holding positions in classifications assigned to the POA.

### **5.2      Crisis Intervention Training Pay**

Employees who sign up or have completed the Crisis Intervention Training premium will be eligible to receive the Crisis Intervention Training premium pay of a total of approximately 3.75%.

### **5.3      Fiscal Year 2022-2023**

5% general wage increase effective December 11, 2022. Effective December 11, 2022, all salary ranges for employees holding positions in classifications assigned to the POA shall be increased by approximately 5%. This general wage increase is inclusive of the adjustment to holiday-in-lieu compensation in recognition of Juneteenth being added as a City-observed holiday.

In lieu of receiving a general wage increase retroactive to June 26, 2022, a \$4,470.00 one-time, non-pensionable lump sum payment shall be made to full-time employees holding positions in classifications assigned to the POA effective December 11, 2022. To receive the one-time, non-pensionable lump sum payment, a full-time employee must have been employed in a POA represented position on June 26, 2022, and still employed in a POA represented position effective December 11, 2022.

#### 5.4 Fiscal Year 2023-2024

4% general wage increase effective the first full pay period of Fiscal Year 2023-2024. Effective the first full pay period of Fiscal Year 2023-2024, all salary ranges for employees holding positions in classifications assigned to the POA shall be increased by approximately 4%.

#### 5.5 Fiscal Year 2024-2025

3% general wage increase effective the first full pay period of Fiscal Year 2024-2025. Effective the first full pay period of Fiscal Year 2024-2025, all salary ranges for employees holding positions in classifications assigned to the POA shall be increased by approximately 3%.

#### 5.6 Premium Pay

Compensation for the benefits referenced below, shall be calculated from the eligible employee's base rate. In the event that an employee is eligible for more than one such benefit, compensation for each shall be separately calculated from the base rate and shall not be compounded. With the exception of canine pay, employees shall not be eligible for any of the premium pays below when on paid or unpaid leave for two full consecutive pay periods. The loss of premium shall occur in the second consecutive pay period in which an employee reports 80 hours of "leave" that follows a pay period where the employee reported 80 hours of leave. In this case, the employee would not receive premium pay in the second consecutive pay period where 80 hours of leave were reported and the loss of premium pay shall continue until the pay period the employee returns to work.

For example, if an employee received 160 hours of consecutive paid leave in two consecutive pay periods and would regularly receive premium pay while on regular paid time, they would only receive premium pay for the first eighty hours and would not receive any premium pay beyond the initial eighty hours for any consecutive full pay periods that the employee continues on leave.

##### 5.6.1 Bomb Squad

Each employee regularly assigned to the "Bomb Squad" on a full-time basis and who is responsible for disarming bombs and similarly fused explosive devices shall be paid an amount equivalent to a one-step increase under the biweekly pay plan during each biweekly period of such assignment.

## 5.6.2 Canine Officers

- 5.6.2.1 Each employee in the classification of Police Officer, Police Sergeant, and Police Lieutenant who is assigned to the duty of feeding, caring for and supervising police dogs, which duty is performed by the employee at their home and during hours when they are otherwise not on duty with the Police Department, and to each employee in the classification of Police Sergeant who is assigned the duties of coordinating the BFO Canine Unit, shall be paid an amount equivalent to a one-step increase under the biweekly pay plan during each biweekly period of such assignment.
- 5.6.2.2 Such additional compensation shall not be paid for any biweekly period or portion thereof when such additional duty is not performed by the employee, whether for the reason that the dog assigned to such employee is boarded at the kennel at City expense or otherwise.
- 5.6.2.3 This additional compensation is granted in recognition of the personal monetary investment, duties and responsibilities of the K-9 assignment including the time spent by the unit employee while on or off duty in the care and maintenance of the assigned canine. This extra compensation is not to be considered premium pay. The City shall pay costs associated with the "Initial Basic Training of Handler and K-9" when an officer is assigned to canine duty.

## 5.6.3 Motorcycle Duty Pay

Each employee in the classification of Police Officer, Police Sergeant, and Police Lieutenant who is assigned to duty that customarily requires the employee to ride a two-wheel motorcycle during all or a portion of the hours when they are on duty with the Police Department, shall be paid an amount equivalent to a one-step increase under the biweekly pay plan during each biweekly period of such assignment, in addition to the salary fixed and established for said class title and number.

Such additional compensation shall not be paid to any person for any biweekly pay period during which the employee is assigned to said duty for less than one-half (1/2) of the working days of the employee in such biweekly pay period.

#### 5.6.4 Training Officer Duty Pay

Each employee in the classification of Police Officer or Police Sergeant, who is assigned by the Chief of Police to perform, and does perform, the duties of a Training Officer shall receive an amount equivalent to a one-step increase under the biweekly pay plan during each biweekly period of such assignment, in addition to the salary fixed and established for said classification.

5.6.4.1 An employee who is assigned by the Chief of Police on a temporary basis to perform Training Officer duties, shall receive an amount equivalent to a one-step increase under the biweekly pay plan for all hours actually worked performing such duties.

#### 5.6.5 MERGE Unit

Each employee in the classification of Police Officer, Police Sergeant, and Police Lieutenant, who is regularly assigned to the Mobile Emergency Response Group & Equipment, shall be paid an amount equivalent to a one-step increase under the biweekly pay plan during each biweekly period of such assignment.

#### 5.6.6 Premium Pay While on Disability Leave

An Officer on disability leave for two full consecutive pay periods shall not receive any premium pay for which they are eligible. The loss of premium shall occur in the second consecutive pay period in which an employee reports 80 hours of "leave" that follows a pay period where the employee reported 80 hours of leave. In this case, the employee would not receive premium pay in the second consecutive pay period where 80 hours of leave were reported and the loss of premium pay shall continue until the pay period the employee returns to work.

For example, if an employee received 160 hours of consecutive disability leave in two consecutive pay periods and would regularly receive premium pay while on regular paid time, they would only receive premium pay for the first eighty hours and would not receive any premium pay beyond the initial eighty hours for any consecutive full pay periods that the employee continues on leave.

Once the Officer is capable of returning to work, but in a job assignment not having a premium pay status, they shall also no longer be entitled to such premium pay. However, such Officer shall have the right to return to the previous pay status, at the first available opening in the assignment they left, once such Officer is available to return to such



position. An Officer wrongfully refusing to take such "light duty" (non-premium pay) assignment may also be denied the premium pay by the City. Prior to ending the premium pay status of an employee wrongfully refusing to accept a light duty assignment, the City shall inform the Organization and give the Organization an opportunity to communicate with such employee.

5.6.7 Mounted Unit

The City shall provide feed for the horses in the mounted unit, as well as the shoes and shoeing for the horses.

5.6.8 Air Surveillance Unit

Employees assigned to the air surveillance unit shall be entitled to standby pay when ordered to stand by. Each employee when assigned to the Air Surveillance Unit shall be covered by a City provided \$250,000 life insurance policy, which shall cover aerial photography and aerial surveillance.

5.6.9 Bilingual Pay

Each full-time employee who meets the eligibility requirements set forth herein shall be compensated at the rate of 2.5% of top step Police Officer pay per biweekly pay period for each pay period actually worked.

5.6.9.1 The employee is or was selectively certified for a position which has been approved by the Director of Human Resources for selective certification based on Spanish-English bilingual ability or Vietnamese-English bilingual ability and is currently assigned to such position, or

5.6.9.2 The duties currently assigned to an employee and/or currently being performed by an employee require utilization of Spanish and/or Vietnamese on a regular basis, to be determined and approved by the Director of Human Resources.

5.6.9.3 Such employee must be certified as bilingual by Human Resources according to the current established procedure. Before changing the current procedure, the City agrees to discuss any proposed change with the Organization. Employees already receiving bilingual pay for a foreign language who have not been certified by Human Resources may be required to do so at the direction of the Chief of Police or designee.

- 5.6.9.4 If the Chief of Police determines that another foreign language is required in their department subject to the above criteria, they may recommend that the employee receive bilingual pay.

#### 5.6.10 Anti-Terrorist Training Pay

- 5.6.10.1 Effective March 22, 2009, the 5% Anti-Terrorist Training pay will be rolled into base pay in recognition of the additional training that all employees represented by the POA receive related to Police Anti-Terrorist Tactics. Employees must successfully complete the Police Department's annual Police Anti-Terrorist Tactics training each year as a condition of continued employment. There shall be no additional compensation for the completion of Anti-Terrorism Training.

Effective the first full pay period following Council approval in open session, but no earlier than the first full pay period in January 2023, the following provisions shall be implemented:

#### 5.6.11 Shift Differential for Patrol Assignments

- 5.6.11.1 A swing shift differential of two dollars and twenty-five cents (\$2.25) shall be paid to employees for each regularly scheduled hour worked between 3:00 p.m. and 1 a.m., if at least five (5) hours of a regularly assigned schedule of continuous work hours are worked after 3:00 p.m. and before 1:00 a.m., including attached overtime hours.
- 5.6.11.2 A graveyard shift differential of two dollars and fifty cents (\$2.50) shall be paid to employees for each regularly scheduled hour worked between 9:00 p.m. and 7:00 a.m., if at least five (5) hours of a regularly assigned schedule of continuous work hours are worked after 9:00 p.m. and before 7:00 a.m., including attached overtime hours.
- 5.6.11.3 Shift differential shall be paid to an employee for the hours worked when assigned to cover another employee's temporary absence and when the absent employee would have otherwise qualified for shift differential as defined above.
- 5.6.11.4 Paid leave time does not qualify for payment of shift differential except when an employee uses a minimum of forty (40) consecutive hours of vacation or compensatory time. The employee will continue to be paid shift differential

as though they had worked their assigned shift during the period of vacation.

- 5.6.11.5 Except as otherwise required by State or Federal law, shift differential pay shall not be included as regular compensation in computing other benefits.

## 5.7 Annual Performance Appraisals

Employees shall not receive an automatic salary step increase if they have an Annual Performance Appraisal with an overall rating below that of "Meets Standard" dated within twelve (12) months prior to the salary step increase.

## **ARTICLE 6 PER DIEM EXPENSE**

The City shall provide suitable lodging or reimburse lodging expenses incurred pursuant to current reimbursement rates for employees assigned to mutual aid, riot, or civil demonstration, where employees are required to remain overnight. The City shall provide meals or reimburse for meals pursuant to current reimbursement rates for employees assigned to mutual aid.

## **ARTICLE 7 EDUCATION INCENTIVE AND REIMBURSEMENT**

### 7.1 Education Incentive

- 7.1.1 The City agrees to pay each person who is awarded the Intermediate Certificate given by the Commission on Peace Officer Standards and Training of the State of California additional compensation equal to the difference between their salary and the salary that is specified in the City's biweekly Salary Schedule at their salary rate in the salary range that is approximately five (5%) percent higher than their salary range for each biweekly pay period for which they are entitled to receive a salary under the provisions of this Agreement from and after the first day of the biweekly pay period following the earliest of either:
- a) They file with the Finance Department that they have been awarded the Intermediate Certificate from the Commission on Peace Officer Standards and Training, or
  - b) Sixty (60) days after the Police Department certifies and informs the Finance Department that the person has completed all of the requirements for the Intermediate Certificate and the application for the Intermediate certificate has been filed with the Commission on Peace Officer Standards and Training.

1. Proof of Intermediate Certificate must be submitted to the Finance Department as soon as it has been received.
2. If within (180) days of the Police Department certifying and informing the Finance Department that the person has completed all of the requirement for the Intermediate Certificate and the application has been filed with the Commission on Peace Officer Standards and Training proof is not filed with the Finance Department that said Intermediate certificate has been awarded or if it is determined by the Commission on Peace Officer Standards and Training that the person is ineligible for the Intermediate Certification, any compensation provided pursuant to this agreement shall be terminated and they will be required to repay to the City all compensation awarded pursuant to this agreement and any future compensation required by this agreement will start from and after the first day of the biweekly pay period following the filing of proof with the Finance Department that they have been awarded said Intermediate Certificate. Once a determination is made that a repayment is due to the City, the full amount shall be due and payable to the City. Should an employee not make immediate payment in full any amounts due and payable will be deducted pursuant to Section 11.3.

7.1.2 The City agrees to pay each person who is awarded the Advanced Certificate additional compensation equal to the difference between their salary and the salary that is specified in the City's biweekly Salary Schedule at their salary range that is approximately seven and one-half (7 1/2%) percent higher than their salary range for each biweekly pay period for which they are entitled to receive a salary under the provisions of this Agreement from and after the first day of the biweekly pay period following the earliest of either:

- a) They file with the Finance Department that they have been awarded the Advanced Certificate from the Commission on Peace Officer Standards and Training, or
- b) Sixty (60) days after the Police Department certifies and informs the Finance Department that the person has completed all of the requirements for the Advanced Certificate and the application for the Advanced certificate has been filed with the Commission on Peace Officer Standards and Training.

1. Proof of Advanced Certificate must be submitted to the Finance Department as soon as it has been received.
2. If within 180 days of the Police Department certifying and informing the Finance Department that the person has completed all of the requirement for the Advanced Certificate and the application has been filed with the Commission on Peace Officer Standards and Training proof is not filed with the Finance Department that said Advanced certificate has been awarded or if it is determined by the Commission on Peace Officer Standards and Training that the person is ineligible for the Advanced Certification, any compensation provided pursuant to this agreement shall be terminated and they will be required to repay to the City all compensation awarded pursuant to this agreement and any future compensation required by this agreement will start from and after the first day of the biweekly pay period following the filing of proof with the Finance Department that they has been awarded said Advanced Certificate. Once a determination is made that a repayment is due to the City, the full amount shall be due and payable to the City. Should an employee not make immediate payment in full any amounts due and payable will be deducted pursuant to Section 11.3.

Effective the first full pay period of Fiscal Year 2023-2024, the City agrees to pay each person who is awarded the Advanced Certificate additional compensation equal to the difference between their salary and the salary that is specified in the City's biweekly Salary Schedule at their salary range that is approximately eight and one-half (8 1/2%) percent higher than their salary range for each biweekly pay period for which they are entitled to receive a salary under the provisions of this Agreement as provided above.

- 7.1.3 Notwithstanding anything to the contrary contained in this Article, no person shall be entitled to receive additional compensation under the provisions of more than one section of this Article, provided, however, that in the event that any person would otherwise be entitled to such additional compensation as is specified in two or more Sections, they shall be paid such additional compensation at the highest rate to which they are entitled, and no more.

## 7.2 Education Reimbursement

The City will reimburse each employee one hundred percent (100%) of expenses incurred, up to \$1000.00 per fiscal year, for registration, tuition, fees, and textbooks for college accredited courses which are either related to or beneficial

for the employee's current position or related to or beneficial for a lateral transfer, promotion or other career opportunity within the City service as approved by the Department Director or designee. Of the \$1000.00 amount, up to \$600.00 may be used for non-college accredited courses, online courses, Continuing Education Units, Adult Education Classes, workshops, membership dues in professional associations, professional licenses, and professional certificates which are either related to or beneficial for the employee's current position or related to or beneficial for a lateral transfer, promotion or other career opportunity within the City service, as approved by the Department Director or designee. City Policy Manual Section 4.3.1, Education Reimbursement Policy, outlines additional details of the program.

## **ARTICLE 8            INSURANCE BENEFITS**

### **8.1    Health Insurance Coverage**

- 8.1.1    Eligible employees may elect health insurance coverage under one of the available plans for employee only or employee and dependents.
- 8.1.2    **Medical Insurance Provider with the Second Highest Overall Employee Enrollment.** The City will pay ninety percent (90%) of the full premium cost of the lowest priced Non-deductible HMO Co-pay plan with the second highest overall employee enrollment for the employee or the employee and dependent coverage, and the employee will pay ten percent (10%) of the full premium cost of the lowest priced Non-deductible HMO Co-pay plan of the medical insurance provider with the second highest overall employee enrollment.
- 8.1.3    Any deductible plans offered by the medical insurance provider with the second highest overall employee enrollment and whose cost is below ninety percent (90%) of the full premium cost of the lowest priced Non-Deductible HMO Co-Pay Plan will be offered to full-time employees at no cost.
- 8.1.4    **Medical Insurance Provider with the Highest Overall Employee Enrollment.** The City will pay eighty-five percent (85%) of the full premium cost of the lowest priced Non-deductible HMO Co-Pay Plan of the medical insurance provider with the highest overall employee enrollment for the employee or the employee and dependent coverage and the employee pays fifteen percent (15%) of the full premium cost of the lowest priced Non-Deductible Co-Pay Plan of the medical insurance provider with the highest overall employee enrollment.
- 8.1.5    If a full-time employee selects a plan other than the lowest priced Non-deductible HMO Co-pay plans, the employee pays the difference

between the total cost of the selected plan and the City's contribution towards the lowest priced Non-deductible HMO Co-pay plan and the City's contribution toward the lowest priced Non-deductible HMO Co-pay plan of the medical insurance provider with the highest overall employee enrollment (as described in Section 8.1.4 above).

8.1.6 **Default Healthcare Plan.** New full-time employees and current employees not previously eligible to receive benefits who are hired into a full-time benefits eligible position and who do not sign up for a healthcare plan within thirty (30) calendar days from their hire date, will be automatically enrolled in the lowest cost HMO Deductible plan offered by the medical insurance provider with the second highest overall employee enrollment at the time the employee is automatically enrolled.

8.1.7 An employee may not be simultaneously covered by City-provided medical benefits as a City employee, and as a dependent of another City employee or retiree.

## 8.2 Dental Plan

8.2.1 The City will offer dental coverage for eligible full-time employees and their dependents in accordance with one of the two available plans. Both plans are described in detail in the City of San Jose Employee Benefits Handbook available on the City's website and in pamphlets available in the Human Resources Department.

8.2.1.1 Effective during the term of this agreement, all active, eligible, full-time employees and their dependents that have the Delta Dental PPO Plan, may receive a lifetime maximum of \$2,000 per eligible full-time employee and their dependents for orthodontic coverage (must be medically necessary) and a maximum for dental coverage of \$2,100 per person per calendar year with a Delta Dental in-network provider, and \$2,000 for out of network.

8.2.1.2 Effective during the term of this agreement, all active, eligible, full-time employees and their dependents that have the Delta Dental HMO Plan may receive both medically and non-medically necessary orthodontia coverage once per eligible member per lifetime and no annual dollar maximums on general dental services.

8.2.2 The City will pay for dental coverage in the lowest priced plan for eligible full-time employees and their dependents who enroll. If an employee selects a plan other than the lowest priced plan, the City will pay ninety-five (95%) percent of the full premium cost for the selected dental coverage for eligible full-time employees and their dependents, and the

employee shall pay five (5%) percent of the full premium cost for the selected plan.

- 8.2.3 An employee may not be simultaneously covered by City-provided dental benefits as a City employee, and as a dependent of another City employee or retiree.

### 8.3 Payment-in-Lieu of Health and/or Dental Insurance Program

- 8.3.1 The purpose of the payment-in-lieu of health and/or dental insurance program is to allow employees who have double health and/or dental insurance coverage to drop the City's insurance and receive a payment-in-lieu.

- 8.3.2 Employees who qualify for and participate in the payment in-lieu of health and/or dental insurance program will receive the following per pay period.

	Health in-lieu	Dental in-lieu
If eligible for family coverage	\$221.84	\$19.95
If NOT eligible for employee plus dependent coverage	\$89.09	\$19.95

- 8.3.3 A City employee who receives healthcare coverage as a dependent of another City employee or retiree shall be deemed not eligible for family coverage.

- 8.3.4 The payment-in-lieu of health and/or dental insurance program is available to full-time employees who are not on a reduced workweek or unpaid leave and have alternate group health and/or dental coverage. To qualify, a new employee must attest that the employee and all covered dependents have or will have minimum essential coverage under an alternative group medical/dental plan and an employee who has a life qualifying event must provide proof of alternate group coverage to Human Resources. Alternate coverage must be acceptable by the City.

- 8.3.5 Enrollment in the payment-in-lieu of health and/or dental insurance program can only be done during the first thirty (30) days of employment, during the annual open enrollment period or within thirty (30) days of a qualifying event (as defined in the Human Resources Benefit Handbook) occurring anytime during the year. Employees who fail to enroll in the payment-in-lieu program during the thirty (30)-day time limit after a qualifying event must wait until the next open enrollment period to enroll in the payment-in-lieu of insurance program. The employee may cancel enrollment in the payment-in-lieu of insurance program only during the



annual open enrollment period unless the employee loses alternate group coverage. Enrollment or cancellation during the open enrollment period will become effective the first pay period of the following calendar year.

8.3.6 Payments for the in-lieu insurance program will be discontinued if an employee becomes ineligible for the program. An employee's ineligible status would include, but not be limited to, the following situations: employment status changes from full to part time, employee is on an unpaid leave of absence, employee is on a reduced work week, or employee loses or does not have alternate insurance coverage. An employee whose in-lieu payments are discontinued may enroll, if eligible, in a health and/or dental plan during the next annual open enrollment period.

8.3.7 If an employee loses alternate coverage, the employee may enroll in a City health and/or dental plan outside of the open enrollment period but within thirty (30) days of the loss of alternate coverage. To be eligible the employee must provide verification that alternate coverage has been lost.

8.3.7.1 **HEALTH INSURANCE:** To enroll in a City health insurance plan following the loss of alternate coverage, the employee must pay all unpaid premiums (City and employee contributions) and refund any excess in-lieu-payments required to make the coverage effective on the date when alternate coverage ceased. Re-enrollment in the health plan shall be in accordance with the carrier's enrollment procedures.

8.3.7.2 **DENTAL INSURANCE:** To enroll in a City dental insurance plan following the loss of alternate coverage, the employee must pay all unpaid premiums (City and employee contributions) and refund any excess in-lieu payments required to make the coverage effective on the date when alternate coverage ceased. Re-enrollment in the plan shall be in accordance with the carrier's enrollment procedures.

#### 8.4 Psychological Counseling – Employee Assistance Program (EAP)

The City agrees to continue the Psychological Counseling Program (EAP) with the provider of services being subject to the approval of the Organization, with maintenance of Doctor-Patient relationship, and with supplementary counseling services available including an alcoholic counseling component.

## 8.5 Life Insurance

The City agrees to provide life insurance coverage in the amount of \$10,000 for each full-time employee who is eligible for life insurance benefits.

8.5.1 Employees may apply to purchase additional Life Insurance coverage in increments at the rate available to the City in amounts equal to 1x, 2x, 3x or 4x annual salary, not to exceed \$750,000.

## 8.6 Physical Examinations

Employees are encouraged to receive annual physical examinations from their own medical provider. Proof of the annual physical examination may be provided to the Police Department Safety Unit void of any medical information.

## 8.7 Critical Incident Stress Debriefing (CISD)

The City agrees to provide adequate funding for the duration of this contract so as to make available the necessary Critical Incident Stress Debriefing (CISD) counseling utilizing the services of the present provider, except that the City may change providers after consultation with the Association.

## 8.8 Inoculations and Immunization

If an employee while carrying out their duty contracts a contagious disease the City agrees to pay the related medical expenses subject to the review and approval of the City on the basis of oral and/or written evidence presented by the employee.

8.8.1 Hepatitis B: As part of the pre-employment physical, the City shall provide an inoculation/immunization program to all sworn members for the Hepatitis "B" virus at no cost to the employee. This program is in recognition of the fact that Police Officers are exposed to the Hepatitis "B" virus and it is presumed that exposure is job related for purposes of Workers' Compensation. If the officer does not want to take the Hepatitis "B" vaccine, they are required to sign a declination.

## 8.9 Employee Assistance Program Referrals

If a supervisor believes that an employee's work performance or behavior while on duty is impaired and can be improved through the EAP, the Police Chief or designee (at the rank of Captain or above or the supervisor of the CMU) may require the employee to attend an initial screening session through the Employee Assistance Program. The employee shall provide proof of attending the initial appointment. Failure to attend or to provide proof of such attendance may

subject the employee to disciplinary action. Actual results of the initial screening shall be subject to normal confidentiality provisions, unless the employee voluntarily signs a release of information form. The employee's decision to attend or not attend follow-up sessions shall be voluntary. Nothing in this article shall preclude an employee from voluntarily agreeing to different conditions as part of a disciplinary settlement agreement. Employees may only be sent for a mandatory EAP session once per issue and the initial screening session shall be on work time.

- 8.10 Consistent with Section L 7501 et seq., of the Duty Manual, employees involved in a critical incident shall undergo a counseling session with the Employee Assistance Program as soon as practicable following the incident. The counseling session shall be subject to normal confidentiality provisions, unless the employee voluntarily signs a release of information form. The employee's decision to attend or not attend follow-up sessions shall be voluntary.

## **ARTICLE 9                    UNIFORM ALLOWANCE**

- 9.1 Employees shall receive a uniform allowance not to exceed \$675 annually. Payment shall be made during the first two pay periods of each month, in the amount of \$28.12 per biweekly pay period. If an eligible employee is on unpaid leave for a period of one (1) full pay period or more, the employee will not receive uniform allowance pay for that period.
- 9.2 The City agrees to pay the prorated cost of replacement or repair for uniforms damaged in the ordinary course of performance of regular job duties. Schedules adopted by the City for such reimbursement shall be kept reasonably current.

## **ARTICLE 10                  PERSONAL PROPERTY REIMBURSEMENT**

- 10.1 The City will reimburse any Officer for the repair and/or the prorata cost of the replacement of personal property when such personal property is damaged or destroyed in the performance of their duties; provided, however, the amount of such reimbursement for items set forth in the City schedule covering personal property reimbursement shall not exceed the amounts listed in the schedule.
- 10.2 The above-described schedule shall be kept reasonably current.
- 10.3 Personal rings and watches shall be included on the above described schedule but the amounts shall be a subject of the 1983 contract negotiations and in the absence of agreement shall be submitted to an arbitrator for decision as to the amounts.

- 10.4 The above-described reimbursement shall not apply to any personal property issued by the Department.
- 10.5 City may prohibit wearing or possession of jewelry other than watches and rings (described above) and/or exclude reimbursement therefor, in the performance of an Officer's duties.
- 10.6 These provisions shall not apply so as to require reimbursement for personal property not normally associated with an employee's daily work activity.
- 10.7 The reimbursement hereunder shall be the exclusive remedy and the Organization, on behalf of its members, waives any and all claims for personal property reimbursement under Labor Code Section 2802 so long as the provisions of this agreement are in effect and Organization members are permitted to seek reimbursement in accordance herewith.

## **ARTICLE 11            OVERPAYMENT PAYBACK**

### **11.1    Overpayment Payback**

Any appropriate payback process from any employee to the City shall be in the same amount and at the same rate in which the overpayment occurred. This provision does not create a right of appeal where one did not exist before.

## **ARTICLE 12            WORKING IN A HIGHER CLASSIFICATION**

- 12.1 Upon specific assignment by the Chief of Police, or their designated representative, an employee may be required to perform the duties of a higher classification. Such assignments shall be made only to existing authorized positions that are not actively occupied due to the temporary absence of the regularly appointed employee. Such assignments shall not be made to vacant positions except in accordance with the rules pertaining to temporary or provisional appointments.
- 12.2 Employees specifically assigned to duties of a higher classification shall be compensated at the rate in the salary range of the higher class which is at least one salary rate (step) higher in the salary range schedule than the rate received by the employee in the employee's present class, provided, however, that the employee shall not receive any compensation unless the assignment is for ten (10) consecutive work days, or eight (8) consecutive work days for employees assigned to a ten-hour day/four-day per week work schedule, or longer. In the event the assignment is for such period of time specified above, the employee shall be compensated at the appropriate rate for any regular hours worked in the higher classification commencing with the first work day of the assignment.

## **ARTICLE 13                      HOURS OF WORK AND OVERTIME**

- 13.1 The work period shall be fourteen (14) days and shall coincide with the pay period commencing at 12:01 A.M. for Fair Labor Standard Act (FLSA) purposes Sunday and ending at 12:00 Midnight Saturday of the following week. Overtime worked for FLSA purposes shall be paid after an employee works in excess of eighty-six (86) hours in the work period.
- 13.2 The workday, for pay purposes, shall be a twenty-four (24)-hour period commencing with the beginning of the employee's regularly scheduled shift.
- 13.3 Except for employees assigned to four days of ten-hour shifts, and employees assigned to five/eight-hour shifts other than Monday through Friday, the normal work schedule shall be forty (40) hours per week, consisting of five (5) consecutive days of eight (8) hours each, Monday through Friday. Shifts other than the ten-hour shift shall be exclusive of a lunch period.
- 13.4 Employees assigned to a five/eight-hour shift schedule shall be given two (2) consecutive days off and employees assigned to a four/ten-hour shift shall be given three (3) consecutive days off even though such days off are in different work weeks except where due to a change in the employee's work schedule, it is impossible to provide two or three consecutive days off, whichever is applicable.
- 13.5 The present four/ten workweek shall continue during the term of this Agreement unless mutually changed by the parties.
- 13.5.1 However, the Department, in its discretion, may change the following units to a five/eight workweek:
- |                            |                      |
|----------------------------|----------------------|
| A. BFO Administrative Unit | F. Reserves          |
| B. School Safety           | G. Training          |
| C. Crime Prevention        | H. Video             |
| D. Traffic Investigation   | I. Explosive Control |
| E. P.A.L.                  | J. Captains          |
- 13.5.2 In addition, modified duty non-uniformed assignments may be changed to a five/eight-hour schedule, unless they are assigned to one of the units listed in Section 13.5.1, whereupon their shift may be changed with the rest of that unit.
- 13.5.3 Alternate Work Week
- As an alternative to the normal five-day/eight-hour work schedule for employees outside of the Bureau of Field Operations, in accordance with Article 13.4 and subject to the concurrence and approval of the Chief or the Assistant Chief, a regular full-time employee may elect to work an

alternate work schedule. The following conditions and restrictions shall apply to all employees electing an alternate schedule.

- 13.5.3.1 An employee may elect to establish a biweekly work schedule which varies from the normal schedule in the number of hours worked per day and in the number of days worked per week, except that no single workday may exceed ten (10) hours, and total scheduled hours may not exceed eighty (80) hours in any biweekly pay period. Alternate schedules shall not include paid lunch periods. The employee may elect a different schedule for each calendar week within a biweekly pay period.
- 13.5.3.2 No alternate work schedule may be established in which overtime is incurred either under this Agreement or under federal or state law. Alternate work schedules may be canceled if overtime or sick leave balances adversely affect the service level, operation, or budget of a unit.
- 13.5.3.3 The alternate schedule is designed to accommodate the needs of the employee and the work unit. Once elected and approved, it is intended to continue for an indefinite period. However, should the needs of the employee or work unit dictate, the alternate schedule may be terminated with reasonable notice.
- 13.5.3.4 If one or more employees' request to establish an alternate workweek is denied, or if an alternate schedule is canceled, Association shall have the right to meet with the Assistant Chief to appeal the decision. The decision of the Assistant Chief shall be final.
- 13.5.3.5 Any alternate work schedule shall terminate upon the date of the transfer, promotion, or demotion of the employee.
- 13.5.3.6 Neither the failure of the Department to enter into an alternate work agreement, nor the termination by the Department of any such agreement shall be subject to the Grievance Procedure in Article 25; provided, however, that if alternate work agreements have been terminated on a Bureau-wide basis, such action shall be subject to the grievance procedure.
- 13.5.3.7 Consecutive days off may be waived by mutual agreement.

13.5.3.8 Should the employee have a scheduled court appearance or any other scheduled requirement to work on their scheduled day off, the employee will adjust their workweek to include the days as part of their workweek.

13.6 An employee authorized or required to work overtime who works in excess of eight (8) hours per day, or ten (10) hours per day if assigned to a work schedule of four/ten-hour work days, or in excess of forty (40) hours per workweek, shall be compensated at the rate of time and one-half the employee's base hourly rate, except when such excess hours result from a change in such employee's workweek or shift or from the requirement that such employee fulfill their workweek requirement. All time worked shall be reported in fifteen (15) minute increments. The POA's agreement to Article 13.6 does not waive any rights it may have for claims related to reporting time worked in fifteen (15) minute increments under California law.

13.6.1 An employee assigned to work overtime may either request to be paid for such overtime worked or be credited with compensatory time, provided that the employee makes such election during the pay period in which the over time is worked, and provided further, that in the event the employee requests payment for such over time, the applicable budget for the Department may accommodate such payment. Payment for overtime worked, authorized pursuant to this paragraph, shall be made as soon after the pay period in which the overtime is worked as practical, but in no event longer than two pay periods after the pay period in which the overtime is worked.

13.6.1.1 Employees assigned to "pay cars" and/or assigned to work on overtime in the programs noted herein shall be paid in cash for such overtime worked. The City reserves the right to modify the listed functions as necessary.

- Entertainment Zone
- Downtown Services Detail
- Truancy Abatement and Burglary Suppression Program
- Project Crackdown
- Hazardous Escorts
- Programs with Specific Funding Sources (i.e., grant-funded or fee-supported programs)

13.6.2 The outstanding amount of accrued compensatory time owed to an employee shall not exceed 240 hours by the end of each calendar year. An employee may exceed the 240 limit during the year but shall be responsible for bringing the balance back to the 240 hour maximum level by taking the time off prior to the end of the calendar year. This time off must be pre-approved by the supervisor.

- 13.6.2.1 Once an employee's compensatory time balance reaches 300 hours, all requested time off, other than for sick leave purposes, must be coded as compensatory time off, until the compensatory time balance is below 240 hours, at which point an employee may elect to use any available vacation leave or compensatory time, unless the employee is within 60 hours of reaching the maximum vacation balance, at which point it will be the employee's election.
- 13.6.3 Once compensatory time off has been approved and scheduled, the employee shall be permitted to take such time off, unless emergency circumstances necessitate cancellation of such scheduled time off. In such event, the employee will remain credited with the compensatory time canceled.
- 13.6.4 Except as provided in Section 13.6.5 below, overtime worked by the employee for compensatory time shall remain compensatory time to be taken, subject to provision 13.6.2 and 13.6.3 above, so long as the employee continues their employment in a classification represented by the Organization. Any employee whose employment is terminated by reason of resignation, discharge, or retirement, and who, at the time thereof has accrued unused compensatory time, shall be paid for such time at the appropriate rate. In the event of the death of an employee who has accrued unused compensatory time, the appropriate payment shall be made to the executor of the will, the administrator of the estate or other representative, as authorized by law.
- 13.6.5 Notwithstanding the provisions of section 13.6.4 above, the City shall have authority to require employees to immediately take time off to reduce the outstanding amount of accrued compensatory time off above the 240 hour maximum level, with the following exceptions:
- 13.6.5.1 If an employee is unable to reduce their comp-time balance to 240 hours by the end of the last pay period of the calendar year, by December 1 of that year, an employee shall submit a written plan to their immediate supervisor outlining how the excess hours will be reduced. If the employee submits a plan by that date, the employee shall receive a ninety (90) day carryover (to March 31 of the next calendar year) of any accrued compensatory time hours above the 240 hour maximum level. The plan shall include the reason(s) for the carryover need and plan of action to bring the compensatory time balance back into compliance by March 31. While on the plan, the employee will be ineligible for any voluntary overtime assignments, unless the overtime is authorized for



pay; authorization for paid overtime shall be consistent with Department policy.

- 13.6.5.2 If an employee's compensatory time balance is above the 240 maximum level at the end of the last pay period of the calendar year and the employee complied with the provision of subsection 13.6.5.1 above but earned additional compensatory time hours above those previously identified for a ninety (90) day carryover or the employee did not submit a carryover plan because their compensatory time balance was at or below the 240 maximum level at the time the carryover plan was due for submittal; the employee shall submit either an amended or new plan to their immediate supervisor by the end of the first pay period of the new calendar year outlining how the excess hours will be reduced. If the employee submits the amended or new plan within the specified timeline, the employee shall receive a ninety (90) day carryover (to March 31 of the new calendar year) of any accrued compensatory time hours above the 240 hour maximum level. The plan shall include the reason(s) for the carryover need and plan of action to bring the compensatory time balance back into compliance within the ninety (90) day time frame.
- 13.6.5.3 If emergency circumstances necessitate that an additional sixty (60) days (beyond the limits set forth in provision 13.6.5.1) is needed for an employee to bring their compensatory time balance into compliance with provision 13.6.2, the employee shall submit a written request to the Chief of Police, again outlining the reason(s) for the carryover need and plan of action to bring the compensatory time balance back into compliance. The approval of this request shall be at the discretion of the Chief of Police.
- 13.6.5.4 No employee shall be required to reduce their individual number of accrued hours of compensatory time below 240 hours without the approval of the individual employee.
- 13.6.6 Supervisory approval or disapproval of compensatory time off shall be based on scheduling and staffing needs and not on an individual's reason for seeking to use the compensatory time.
- 13.6.7 The City reserves the right to buy down any employee's outstanding balance of compensatory time, subject to the provision of subsection 13.6.5.3. Such buy down shall be uniform, by percentage, as to all employees within a bureau.

13.6.8 In the event the outstanding amount of accrued compensatory time owed to an employee exceeds 480 hours, the employee will automatically receive payment for any hours in excess of 480 hours.

13.6.9 Employees who request to use sick leave will be ineligible to work any voluntary overtime assignments for a period of 24 hours beginning from the start of the shift they called in sick. In the event that time is worked during the 24-hour period, the employee will receive pay at the 1.0 rate for any hours actually worked.

Voluntary overtime shall be defined as any pre-planned, scheduled assignment apart from an employee's regular work assignment (i.e., a previously scheduled overtime Patrol shift).

13.6.10 Disability Leave and Overtime

An employee who has taken approved time off during their regularly scheduled shift for medical appointments, treatment or therapy for an industrial or non-industrial injury or illness shall not be entitled to count said hours taken for such appointment, treatment or therapy as hours worked for the purposes of entitlement to overtime unless said employee is required by the Chief, or their designee, to work unscheduled, unplanned hours of an emergency nature (similar to a departmental holdover) or when the department issues a specific order to an employee on the day of their scheduled appointment, treatment, or therapy.

**ARTICLE 14            COURT CALL-IN, APPEARANCE, COURT RECESS AND CALL BACK PAY**

14.1 An employee who has completed their scheduled work shift and who has left the premises and is subsequently called back to work, shall be compensated for the actual hours worked at the appropriate rate or three (3) hours at the appropriate rate, whichever is greater. However, no employee shall be entitled to more than one three-hour minimum for call back per workday.

14.2 An employee who is required to report to work prior to the beginning of their scheduled shift, or who is required to work subsequent to the end of their scheduled shift, shall receive overtime compensation as set forth in Section 13.6 hereof.

14.3 Any employee who as part of the assigned duties is required to appear in court shall be compensated as follows:

- 14.3.1 If the court appearance is required at a time prior to the beginning of the employee's scheduled work shift, the employee shall receive the appropriate rate for the time spent, or two (2) hours at the appropriate rate, whichever is greater.
- 14.3.2 If the court appearance is required on an employee's scheduled day off, the employee shall receive three hours compensation at the appropriate rate or the hours actually spent, whichever is greater.
- 14.4 As a declaration of existing rights and obligations, the City shall continue to compensate a member, testifying or available to testify in court for any break in the trial session, including but not limited to lunch periods at the approved compensation rate.
- 14.5 Optional Court Call-in Procedure for Misdemeanor Jury Trial Notification
- 14.5.1 Officers who are notified to appear in court for misdemeanor jury trials shall have available the option of calling a voicemail system at the District Attorney's Office after twelve o'clock noon on the day of the specified notice, to determine the status of the case prior to having actually to appear in court. If an officer chooses to utilize this optional call-in process, they will automatically receive a total of one (1) hour's compensation at the 1.5 rate if they are not required to appear in court on the noticed date.
- 14.5.2 If an officer chooses not to utilize the call-in option described above, they simply fulfill the obligation to appear in court on the date and time listed on the notice and receives the appropriate overtime compensation.
- 14.6 For personnel assigned to specialized units, work shifts may be altered without incurring overtime when notice of the adjustment in scheduled hours of work is provided at least 48 hours in advance of the adjustment.
- 14.6.1 Whenever personnel in specialized units are given less than 48 hours' notice of an adjustment in work schedule, the shift may be altered by up to two (2) hours without additional payment to the employee. Whenever shifts are altered with less than 48 hours' notice, employees shall receive time and one half the employee's base hourly rate for every hour beyond the two-hour alteration allowed by this Article. This provision shall not apply in the event of an emergency which includes, but is not limited to, disasters, civil unrest, or major demonstrations.
- 14.7 For personnel assigned to any assignment other than a specialized unit, work shifts may be altered by up to two (2) hours without incurring overtime for pre-planned/scheduled events.

- 14.7.1 Altered watch hours for pre-planned/scheduled events shall only occur a maximum of six (6) times per year. The Department shall provide notice of altered watch hours in writing thirty (30) days in advance of the adjustment.
- 14.7.2 Whenever shifts are altered with less than thirty (30) days' notice, employees shall receive time and one half the employee's base hourly rate for every hour outside of their normal shift.
- 14.7.3 The limitations of this provision (14.7) shall not apply in the event of an emergency, which includes, but is not limited to: disasters, civil unrest, or unplanned major demonstrations.
- 14.8 Employees whose schedules are modified pursuant to the provisions of this article may voluntarily change their workdays within the same workweek with supervisory approval.

## **ARTICLE 15           STANDBY DUTY**

- 15.1 Employees assigned to the sections noted herein and who are regularly required to perform standby duty shall be eligible for standby compensation in accordance with 15.3, when explicitly informed and required by their supervisor to perform standby duty as described in Section 15.2 below.
  - 1. The Sexual Assault Investigations Unit.
  - 2. The Homicide Detail
  - 3. The Crime Scene Unit
  - 4. The Bomb Squad
  - 5. Air Surveillance (See Section 5.2.8)
  - 6. Internal Affairs
  - 7. Covert Response Unit
  - 8. MERGE
- 15.1.1 Standby Duty Pay shall not be automatic for any classifications assigned to the units specified above and must be explicitly required of the employee as described in this article.
- 15.1.2 Instances in which employees are explicitly required to perform Standby Duty must be confirmed in writing by the Chief of Police or the employee's supervisor and must confirm that the employee meets the eligibility requirements as described in this article.
- 15.1.3 Employees eligible for and receiving a premium pay (hazard pay) for their assignment in any of the units specified above are not eligible for Standby Duty Pay, unless they are explicitly informed and required, in

writing, by their supervisor to perform standby duty as described in Section 15.2 below.

15.1.3.1 In no circumstance should an employee who is eligible for and receiving a premium pay (hazard pay) for their assignment in any of the units specified above regularly code Standby Duty Pay.

15.1.4 Employees in the classification of Police Lieutenant shall be eligible for Standby Duty Pay in accordance with this article only in instances where the employee is explicitly directed by the Chief of Police or designee in writing.

15.1.5 Employees not assigned to a unit listed in this article shall be eligible to receive standby compensation in accordance with 15.3 if the employee is explicitly directed by the Chief of Police or the employee's supervisor in writing to perform standby duty as described in 15.2 regardless of their assigned unit.

15.2 Standby shall mean the explicit and absolute requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work and to be fit and able to return to work, if required. It shall not be considered standby when an employee is contacted and required to return to work but has not been required to be available for receipt of such contact, in which case the employee may be entitled to Call Back Pay in accordance with Article 14.

Employees assigned to standby duty shall be required to:

- Be ready to respond in a reasonable amount of time to a request to perform job-related duties;
- Be readily available at all hours by telephone, or other communications devices; and,
- Refrain from activities that might impair the performance of their assigned duties upon a call (i.e., any alcohol consumption).

15.3 An employee performing standby duty in accordance with this article shall be credited with two (2) hours compensation at the appropriate rate for such standby duty performed on a regularly assigned workday and three (3) hours compensation at the appropriate rate for such standby duty assigned on regularly scheduled days off. Such compensation shall be provided as set forth in Section 13.6 of this Article.

If the employee on standby is called back to work, Call Back Pay (as provided in Article 14) shall be paid in lieu of Standby Duty Pay.

## **ARTICLE 16                      CITY RIGHTS AND CHARTER RIGHTS**

- 16.1 Neither party concedes or relinquishes its rights under Charter Section 1111 or under state law.

Such rights include the ability by the City, for example, to propose a change in terms and conditions of employment not otherwise covered by the Agreement and to seek such change pursuant to Charter Section 1111 or pursuant to state law for matters not covered by Section 1111.

In addition, the City reserves its rights to determine matters outside the scope of representation.

Thus, except to the extent that Section 1111 of the Charter of the City of San Jose grants rights to the parties herein, and except to the extent that rights are specifically limited by the provisions of this Agreement, the City retains all rights, powers and authority granted to it or which it has pursuant to law or other provisions of the City Charter including, but not limited to: the right to direct the work force; increase, decrease or reassign the work force; hire, promote, demote; discharge or discipline for cause; or reclassify employees; provide merit increases; assign employees overtime and special work requirements, and to determine the necessity, merits, mission and organization of any service or activity of the City or any City Department Agency or Unit.

The City has the sole and absolute right to determine the nature and type of, assign, reassign, revoke assignments of or withdraw assignments of, City equipment, including motor vehicles, to or from employees during, after, or before hours of duty, without consultation or meeting and conferring with the employee affected or the San Jose Police Officers' Association representing such employee.

## **ARTICLE 17                      ASSIGNMENTS**

- 17.1 It is recognized and agreed that the primary obligation of the Department is to provide service of the highest quality to the public. The right to assign personnel is inherent to providing such quality service.

Management also recognizes the desire of employees to periodically request changes in work assignments. Effective calendar year 2023, requests for shift and beat assignments based on seniority shall be accepted from the employees in the representation unit in March and/or September of each year, subject to the rights of the Assistant Chief of Police or in their absence their specifically designated representative to deny such request if, in their opinion, the obligation of the Department to provide the public with police service of the highest quality

would not be fulfilled. The resulting schedule based on this shift bidding shall be implemented for the shifts beginning in May and/or November of each year.

Employees assigned to the eighteen (18) Community Policing Officer patrol positions as outlined in Article 51, designated Foot Patrol Officers, and employees in the classification of Police Lieutenant regularly assigned to day or swing shifts will request a shift and beat assignment based on seniority annually in March of each year.

In the event that patrol staffing turnover increases in patrol divisions by more than 50% in the November 2024 shift bid, when compared to patrol turnover data from the May 2024 shift bid, requests for shift and beat assignments will automatically revert to being accepted annually from employees in March of each year. Patrol staffing turnover analysis shall not include any personnel assigned to an annual shift and shall not include any personnel who leave patrol assignments for specialized assignments, have promoted, retired, or been administratively assigned.

- 17.1.1 Any employee otherwise eligible to request a shift and beat assignment as specified in paragraph 17.1 above whose request for such assignment is denied, shall be entitled upon request to an explanation of the denial from the Assistant Chief of Police or the Assistant Chief's specifically designated representative. Such request shall be made to the Assistant Chief or their specifically designated representative within five working days following the denial.
- 17.1.2 In the event the matter is not resolved by the Assistant Chief or their specifically designated representative, the employee may within five (5) working days of the receipt of the Assistant Chief's decision appeal to the Employee Relations Director by submitting a written request for review. Within ten (10) working days following the receipt of the written request for review, the Employee Relations Director or designee shall hold a meeting with the employee and/or the appropriate employee Organization representative. A written decision shall be given to the employee and/or the appropriate employee representative within five (5) working days following such meeting.
- 17.1.3 In the event that the matter is not resolved as a result of the meeting referenced in 17.1.2 above, the employee may request a review by the City Manager or their designated representative. Such request shall be in writing and shall include the reason or reasons why the employee is not satisfied with the decisions previously rendered. Within ten (10) working days of the receipt of such written request for review, the City Manager or their designated representative shall notify the employee of the results of such review. The decision of the City Manager or their designated representative shall be final and binding.

## 17.2 Administrative Special Assignments

The City agrees to provide reasonable advance notice of openings in areas of Administrative Special Assignments, and the qualifying criteria required for interested Police Officers. Officers shall be entitled to submit a memo indicating interest in the position, and the Department thereafter can make the Administrative Special Assignment(s) at its discretion.

17.2.1 It is understood and agreed that special circumstances and/or requirements may preclude such notice and opportunity to apply. It is understood and agreed that decisions pertaining to the assignment of Administrative Special Assignment areas shall not be subject to arbitration. It is the intent of the City to provide interested and qualified Police Officers with the opportunity to serve in such Administrative Special Assignment areas as may exist from time to time.

17.2.2 When a Police Officer ceases their employment, with the Police Department either by resignation or Leave of Absence, other than unpaid sick leave, and then returns as a full-time employee claiming all past benefits and seniority, they are required to spend at least twelve (12) months in the Bureau of Field Operations, in a basic beat patrol function, prior to consideration for a special, administrative or regular transfer to another assignment; provided, however, the Department may assign such employee directly to an undercover assignment under special circumstances.

## **ARTICLE 18           TRANSFER POLICIES**

### 18.1 Police Officer Transfer Policy

Specialized assignment transfers of Police Officers shall be governed by the Police Officer Transfer Policy, which is hereby incorporated by this reference.

### 18.2 Sergeants Transfer Policy

The transfer of Sergeants shall be governed by the Sergeants' Transfer Policy, as modified by the parties, incorporated herein.

## **ARTICLE 19           FULL UNDERSTANDING, MODIFICATION AND WAIVER**

19.1 This Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any or all prior or existing



Memorandum of Understanding, understandings, and agreements, whether formal or informal, are hereby superseded and terminated in their entirety.

- 19.2 Existing benefits within the scope of representation, provided by ordinance or resolution of the City Council or provided in the San Jose Municipal Code, or provided in the Memorandum of Agreement shall be continued without change during the term of this Agreement.
- 19.3 It is the intent of the parties that ordinances, resolutions, rules, and regulations enacted pursuant to this Memorandum of Agreement be administered and observed in good faith.
- 19.4 Although nothing in this Agreement shall preclude the parties from mutually agreeing to meet and confer or negotiate on any subject within the scope of representation during the term of this Agreement, it is understood and agreed that neither party may require the other party to meet and confer or negotiate on the subject matter covered herein. This provision shall not apply to matters covered by the provisions entitled "Consolidated Arbitration," in the Grievance Procedure herein.

## **ARTICLE 20            CONCERTED ACTIVITY**

It is understood that:

- 20.1 Participation by any employee in this unit in a strike, work stoppage, or slow down, or any other concerted activity which results in diminishing services provided by employees in the representation unit, or the failure to perform lawfully required work, shall subject the employee to possible disciplinary action up to and including discharge.
- 20.2 Participation by any employee in picketing, which is otherwise unlawful, shall subject the employee to disciplinary action up to and including discharge.
- 20.3 If the Employee Organization, its officers or its authorized representatives violate 20.1 above or tolerate the violation of 20.1 above and after notice to responsible officers or business representatives of the Employee Organization, such officers or business representatives fail to take prompt affirmative action as is within their power to correct and terminate the conduct described in 20.1 above, in addition to any other law, remedy or disciplinary action to which it may be subject, said Organization may be subject to suspension or revocation of the recognition granted to such Employee Organization by action of the Director of Employee Relations; and the Director of Employee Relations may suspend or cancel any or all payroll deductions payable to or on behalf of members of such Organization, and prohibit or restrict the use of any City facility of any nature whatsoever and prohibit or restrict access by said Officers or representatives to work or duty

stations of employees in the representation unit. Such action on the part of the Director of Employee Relations shall not be subject to the provisions of Article 25, Grievance Procedure.

## **ARTICLE 21            POLICE VEHICLE**

### **21.1    Vehicle Replacement**

21.1.1 In determining when to replace police vehicles, including those commonly referred to as "detective cars," the Department shall evaluate the following factors:

- a)     Mileage on the vehicle;
- b)     Age of the vehicle;
- c)     Assessment by City mechanics as to the useful life remaining for such vehicle;
- d)     Any concerns or comments voiced by officers operating such vehicles; and
- e)     Practices in other law enforcement agencies regarding replacement of similar vehicles.

21.1.2 The City agrees that in the replacement of vehicles usually referenced as detective cars, such replacement vehicles shall include air conditioning.

### **21.2    Police Vehicle Specifications**

In the acquisition of new police patrol vehicles, the specifications currently used by the City of Los Angeles or California Highway Patrol shall be followed by the City insofar as is reasonably possible so as to provide vehicles reasonably safe and suitable for patrol purposes.

### **21.3    Police Vehicle Parts**

The City shall follow insofar as is reasonably possible the policy of the City of Los Angeles or the California Highway Patrol pertaining to replacement parts or the equivalent thereof.

#### 21.4 Police Vehicle Testing

All police patrol vehicles that have been damaged shall be inspected and tested prior to return to duty status and a record shall be maintained setting forth the approval for the return to duty and the persons testing the vehicle.

### **ARTICLE 22            LAYOFFS**

#### 22.1 Order of Layoff

When one or more employees in the same class in this bargaining unit is to be laid off for lack of work, purposes of economy, curtailment of positions or other reason, the order of layoff shall be as follows:

- 22.1.1 Provisional employees, in the order to be determined by the appointing authority;
- 22.1.2 Probationary employees, in the order to be determined by the appointing authority;
- 22.1.3 Permanent employees, in inverse order of seniority within the classification being reduced, or in a higher class;
- 22.1.4 Permanent employees shall be given every opportunity for transfer to other departments when layoff is pending.

#### 22.2 Notice Requirements

Employees subject to the provisions of this Article 22 shall, wherever possible, be given at least thirty (30) calendar days' notice in writing prior to the effective date of layoff. The appropriate employee organizations shall receive concurrent notice, and upon written request within seven (7) calendar days after the notice is given shall be afforded an opportunity to meet with the appropriate City representatives to discuss the circumstances necessitating the layoff and any proposed alternatives to such layoff.

#### 22.3 Reassignment in Lieu of Layoff

In the event of layoff, any employee so affected may elect to:

- 22.3.1 Accept a position in a lateral or lower class, in which they have previously served, provided they are otherwise qualified and are more senior than the least senior employee in such lateral or lower class.

22.3.2 Accept a vacant position in a lateral or lower class for which they have the necessary education, experience, and training as determined by the Director of Human Resources. An employee may also accept a vacant position in a higher class, provided they have held permanent status in such higher class, and further provided that the employee's removal from the higher class was voluntary and occurred during their most recent period of employment. Adverse decisions of said Director regarding necessary education, experience, and training shall be subject to the grievance procedure including arbitration. The employee may file the grievance at Step III within ten (10) working days of the date of being notified of the adverse decision.

22.3.3 Any employee entitled to an option noted above, which involves assignment to a lower classification, may elect to be placed on layoff in lieu of accepting such assignment to the lower class. In the event the employee elects to be placed on layoff, such employee will only be recalled to the classification from which they elected to be placed on layoff or to any higher classification to which they may be entitled pursuant to the provisions of this Article.

#### 22.4 Definitions for Use in This Article

As used in this Article, the following words and phrases shall be defined as follows:

22.4.1 Except as otherwise provided above, seniority shall be defined as the length of continuous paid employment within any permanent class or classes within the classified service of the City. Seniority shall be retained but shall not accrue during any period of leave without pay, except for authorized military leave.

22.4.2 A lower class shall mean a class with a lower salary range.

22.4.3 A position in a lateral class shall mean a position in a class with the same salary range.

22.4.4 A position in a higher class shall mean a position in a class with a higher salary range.

22.5 Except as otherwise provided herein, no employee shall be entitled to a position in a higher class as a result of the application of the provisions of this Article.

#### 22.6 Layoff Reinstatement Eligible List

22.6.1 The names of such persons laid off in accordance with the provisions of this Article shall be placed upon a reinstatement eligible list in inverse

order of seniority; i.e., the person with the greatest seniority on the reinstatement eligible list for the classes affected shall be offered reinstatement when a vacancy exists in the affected class. In the event the person refuses the offer of reinstatement, such person's name shall be removed from the reinstatement eligible list unless such person has reinstatement rights under the provisions of this Topic to a higher class than the one in which the reinstatement is being refused.

- 22.6.2 In the event an employee accepts reinstatement to a lower class to which they are entitled, such person's name shall remain on the reinstatement eligible list for reinstatement to a lateral class provided such person, except for lack of seniority, would have been otherwise entitled to such lateral class at the time of the most recent layoff.
- 22.6.3 Any person who is reinstated to a class, which is the highest class to which they would have been entitled at the time of layoff, shall have their name removed from the reinstatement eligible list.
- 22.6.4 In the event a person on layoff cannot be contacted by the City through usual and customary channels within ten (10) working days, such person's name shall be removed from the reinstatement eligible list, providing, however, that such person within the two-year period specified herein may request that their name be replaced on the reinstatement eligible list and such person's name may, in the sole discretion of the Director of Human Resources, be returned to the reinstatement eligible list.
- 22.6.5 In no event shall the names of any person laid off pursuant to the provisions of this Article remain on a reinstatement eligible list for a period longer than three years from the effective date of such person's most recent layoff.

## 22.7 Reinstatement of Benefits

Upon reinstatement to any classification to which the employee is entitled pursuant to the provisions of this Article, all benefits acquired by the employee prior to their layoff shall also be reinstated. An employee shall not receive credit for time spent on layoff in computing time for any benefit entitlement.

## **ARTICLE 23           HOLIDAYS**

- 23.1 Effective June 28, 2009, all classifications represented by the POA shall receive a 5.623% special pay adjustment in place of the holiday-in-lieu compensation. Beginning June 28, 2009 and continuing thereafter, the holiday in-lieu compensation shall cease to apply to all classifications represented by the POA.

The 5.623% special pay adjustment shall be added to the general wage increase effective on June 28, 2009, and shall not be compounded. It is expressly understood that the 5.623% special pay adjustment is compensation for all employees in classifications represented by the POA in lieu of holiday benefits. There shall be no additional holiday compensation.

## **ARTICLE 24            DUES DEDUCTION**

- 24.1 The City will deduct from the pay of each employee covered by this Memorandum of Agreement, while such employee is assigned to a classification included in a representation unit represented by the Organization, dues uniformly required as a condition of membership, pursuant to the Employee Organization's constitution and by-laws provided that the employee has signed an appropriate Authorized Dues Deduction card. Such authorization shall be on a form approved by the Director of Employee Relations. Payroll dues deductions shall be in the amount certified to the Director of Employee Relations from time to time by the designated Officer of the Employee Organization as regular monthly dues.
- 24.2 Deductions shall be made from wages earned by the employee for the first two pay periods in each month for dues for the preceding month. The City will remit to the designated officer of the Employee Organization the amounts so deducted accompanied by a list of the employees for whom the deduction was made.
- 24.3 City will make available to the Organization a check reflecting the dues deduction pursuant to the dues deduction provisions hereof on the Tuesday following the Friday that paychecks are issued. Any adjustments to the amount transmitted shall be made in a succeeding pay period and/or in a succeeding check to the Organization.
- 24.4 Properly executed dues deduction authorization cards and an alphabetical list of the additional employees authorizing the deduction shall be submitted to the Director of Employee Relations on or before the Monday of the week preceding the beginning of the pay period in which deductions are to be made. If, through inadvertence or error, the City fails to make the authorized deduction or any part thereof, the City shall assume no responsibility to correct such omission or error retroactively.
- 24.5 It is expressly understood and agreed that the Employee Organization will refund to the employee any union dues erroneously withheld from an employee's wages by the City and paid to the Employee Organization. In the event the Employee Organization fails to refund the dues erroneously withheld within a reasonable period of time following notification, the City will make such refund and deduct the amount from the amount due to the Employee Organization.

- 24.6 The employee shall indemnify the City and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of or by reason of any action that shall be taken by the City for the purpose of complying with the foregoing provisions of this Article, or/in reliance on any list or certification which shall have been furnished to the City under the above provisions.
- 24.7 Since the Organization is the exclusive representative of the bargaining unit, it shall be the only employee organization entitled to dues deduction.

## **ARTICLE 25            GRIEVANCE PROCEDURE**

25.1 Any dispute between the City and an employee, or, between the City and the Employee Organization, regarding the interpretation or application of this Memorandum of Agreement shall be considered a grievance. An employee may file a grievance on their own behalf, or by the President of the Employee Organization, or designated representatives.

### **25.2    Step I**

25.2.1 An employee may present the grievance orally either directly or through their Employee Organization representative to the immediate supervisor within twenty-one (21) calendar days following the event or events on which the grievance is based. The immediate supervisor shall make whatever investigation is necessary to obtain the facts pertaining to the grievance. Within twenty-one (21) calendar days after receiving the oral grievance, the immediate supervisor shall give the employee a reply.

25.2.2 If the employee is not satisfied with the reply of the immediate supervisor, the employee may appeal the grievance to Step II.

### **25.3    Step II**

25.3.1 If the employee desires to appeal the grievance to Step II, the grievance shall be reduced to writing, on forms provided, and presented to the Assistant Chief within five (5) working days following the receipt of the immediate supervisor's oral reply. The Assistant Chief may refer the grievance to the appropriate supervisor.

25.3.2 The written grievance shall contain a complete statement of the grievance, and alleged facts upon which the grievance is based, the reasons for the appeal, the remedy requested, and the sections of the agreement claimed to have been violated, if any. The grievance shall be signed and dated by the employee.

- 25.3.3 The Assistant Chief or the appropriate supervisor to whom the grievance has been referred may arrange a meeting between himself/herself, the employee, and the appropriate Employee Organization representative and attempt to resolve the grievance. In any event the Assistant Chief, or designated representative, shall give a written decision to the employee within twenty-one (21) calendar days following receipt of the written appeal to Step II.
- 25.3.4 If the employee is not satisfied with the decision, the employee may appeal the grievance to Step III.

#### 25.4 Step III

- 25.4.1 If the employee desires to appeal the grievance to Step III, the employee shall complete the appropriate appeal section of the grievance form, sign the appeal, and present the grievance to the Director of Employee Relations within five (5) working days following receipt of the written decision at Step II.
- 25.4.2 Within ten (10) working days after receipt of the appeal to Step III, the Director of Employee Relations or designee shall schedule a meeting with the employee, the appropriate Employee Organization representative, and the Assistant Chief or the appropriate supervisor to discuss the matter. A written decision shall be given to the employee or the appropriate Employee Organization representative within twenty-one (21) calendar days following the meeting.
- 25.4.3 If the Organization is not satisfied with the decision of the Director of Employee Relations, the appropriate representative of the Organization may appeal the grievance to Step IV -- Arbitration.

#### 25.5 Step IV      Arbitration

- 25.5.1 If the grievance has been properly processed through the previous steps of the procedure and not resolved, the appropriate Employee Organization representative may appeal the grievance to Arbitration. The appropriate Employee Organization representative shall notify the Director of Employee Relations, in writing, within fourteen (14) calendar days following receipt by the employee of the written answer at Step III.
- 25.5.2 Within fourteen (14) calendar days following the receipt of the notice of appeal to Step IV, a meeting shall be scheduled by the Director of Employee Relations or designee with the appropriate Employee Organization representative to prepare a joint statement of the issue,



or issues, to be presented to the arbitrator. If the parties are unable to agree upon the issue, or issues, each party will prepare its statement of the issue, or issues, and jointly submit the separate statement of issue, or issues to the arbitrator for determination.

- 25.5.3 The parties may mutually agree upon the selection of the arbitrator or shall jointly request the State of California Mediation and Conciliation Service to provide a list of seven persons qualified to act as arbitrators. Any costs associated with the mutually agreed upon joint request for a list of persons qualified to act as arbitrators from the State of California Mediation and Conciliation Service shall be divided equally between the parties. The City will process the joint request after receiving the Union's share of the cost for obtaining the list.
- 25.5.4 Within five (5) working days following receipt of the above referenced list, the parties shall schedule a meeting to select the arbitrator. The right to strike the first name shall be determined by lot and the parties shall alternately strike one name from the list until only one name remains, and that person shall be the arbitrator.
- 25.5.5 The arbitrator shall hold a hearing on the issue, or issues, submitted, or as determined by the arbitrator if the parties have not mutually agreed upon the issue, or issues, and render a written opinion and reasons for the opinion as soon after the hearing as possible. The opinion shall be final and binding on both parties, and shall be limited to the issue, or issues involved.
- 25.5.6 The opinion shall be sent to the Director of Employee Relations and to the employee or appropriate representative of the Employee Organization.
- 25.5.7 Except as hereinafter provided, each of the parties shall pay for the time and expenses of its representatives and witnesses through all stages of the arbitration procedure and shall contribute equally to the fee and expenses of the arbitrator. The arbitrator's fee schedule, whenever possible, shall be determined in advance of the hearing.
- 25.5.8 Witnesses who are employees and on duty at the time of scheduled appearance shall be released from duty without loss of compensation for the time required to testify. No overtime payments shall be made because of scheduled appearances.
- 25.5.9 Individual grievants shall be released from duty without loss of pay for the time of the arbitration hearing. One spokesperson shall be permitted to be present without loss of compensation for grievances filed by the Organization.

- 25.5.10 Arrangements for release time for grievant's witnesses shall, wherever possible, be made with the Director of Employee Relations no later than twenty-four (24) hours in advance of the scheduled hearing.
- 25.5.11 The parties agree that the arbitrator shall not add to, subtract from, change or modify any provision of this agreement and shall be authorized only to apply existing provisions of this Agreement to the specific facts involved and to interpret only applicable provisions of this Agreement.
- 25.5.12 The parties agree that the time limits set forth herein are of the essence of this procedure and are to be strictly complied with. Time limits may be extended only by written mutual agreement of the parties.

## 25.6 Immediate Arbitration

- 25.6.1 Any party may waive the grievance procedure time limits specified in this Article and proceed to immediate arbitration in any case where the party alleges that the other is threatening to take an action in violation of the Agreement in so short a period of time as to disallow the party from proceeding within the time limits of this Article. However, the method of proceeding to Immediate Arbitration must be done consistent with the following provisions.
- 25.6.2 The arbitration shall take place no earlier than the fifteenth day following the request by the grieving party for such "Immediate Arbitration," unless otherwise mutually agreed. During the two week period (14 calendar days) immediately following the request for Immediate Arbitration, the responding party shall have the opportunity to attempt to resolve the dispute.
- 25.6.3 If the City is the responding party, the Chief of Police and the Director of Employee Relations or their designated representatives, jointly, shall have the opportunity to meet with or otherwise communicate with appropriate Organization Representatives, in an attempt to resolve the dispute.
- 25.6.4 Once the request for Immediate Arbitration is filed, the parties shall (even though dispute resolution discussions are going on during the two week period) attempt to agree upon a neutral arbitrator and to obtain a date for arbitration hearing as soon as possible immediately following the two week period.
- 25.6.5 The parties will attempt to have a standing list of available "Immediate Arbitrators," but if no agreement on the standing list is reached, the

parties will obtain five arbitrators, by telephone if possible, from the State Mediation and Conciliation Service. The first arbitrator available to hear the matter following the two-week period shall be selected as arbitrator. The order of contacting the potential arbitrators shall be determined by lot unless mutually agreed otherwise. The parties are free to mutually agree upon an immediate arbitrator through any other process or agreement.

- 25.6.6 In any such case, the arbitrator selected to decide the dispute or grievance shall have the full and equitable power to frame a decision, including an order to the party initiating the dispute or grievance to abide by the time limits provided in the Article, or a restraining order against the party threatening the action or any other form of arbitration order that would resolve the matter in an equitable and just manner.

However, the arbitrator may not add to, subtract from, change or modify any provision of this Agreement and shall be authorized only to apply existing provisions of this Agreement to the specific facts involved and to interpret only applicable provisions of this Agreement.

- 25.6.7 Unless the parties agree otherwise, closing arguments shall be presented orally and there shall be a "bench" decision.
- 25.6.8 The parties shall attempt to have the arbitration proceedings completed as quickly as possible, including by meeting nights and weekends, if at all possible.

## 25.7 Consolidated Arbitration

- 25.7.1 If a matter goes to arbitration, and an arbitrator determines that the dispute in question is not otherwise covered by this Agreement, but would be subject to the provisions of Section 1111 of the Charter of the City of San Jose, then the same arbitrator serving as the neutral arbitrator and chairperson shall convene a three member Board of Arbitrators and shall have the same authority as if selected as the neutral arbitrator under Charter Section 1111. The non-neutral members of the Board shall be chosen as provided in Section 1111. The Board shall conduct "mediation/arbitration." The Parties contemplate the sort of "mediation/arbitration" as the process is traditionally used in the San Francisco Bay Area. This process shall constitute issue by issue, last best offer arbitration proceedings as described in Charter Section 1111.
- 25.7.2 The parties herein contemplate eliminating the additional time and expense that would occur if a separate arbitrator had to be chosen

under Section 1111 to hear/resolve the dispute in a separate proceeding.

## 25.8 Disciplinary Grievances

25.8.1 Employees in the bargaining unit shall only be disciplined for cause. Discipline is defined to include those matters that are cognizable before the Civil Service Commission plus disciplinary transfers.

25.8.1.1 The San José Municipal Code defines disciplinary action as dismissal, demotion and suspension. In addition, the appointing authority may reduce an employee's salary step. The salary may be reduced by no more than one (1) step of the salary range, and the amount and length of time of the salary reduction will be specified in the Notice of Intended Discipline. The salary may be reduced either for a specified period of time or until the condition which caused the salary reduction has been corrected.

25.8.2 Persons on probationary status (entry-level or promotional) may not appeal under this agreement rejection on probation.

25.8.3 Letters of reprimand may be appealed under this section only to the City Manager level.

25.8.4 Documented Oral Counselings (DOCs) retained by the Internal Affairs Division may be appealed under this section only to the level of Assistant Chief of Police. However, should a particular DOC be the result of the Assistant Chief's having reduced a higher form of discipline to a DOC with which the affected officer is still dissatisfied, such DOC may be appealed to the level of the Chief of Police. DOCs received for preventable, automobile accidents shall not be appealable unless the officer contends that the accident was not preventable.

25.8.5 Nothing herein constitutes a waiver of rights of employees otherwise granted by law (e.g., Government Code Sections 3300 et. seq.).

25.8.6 An employee challenging a suspension, demotion, dismissal, salary step reduction or disciplinary transfer shall have the option of choosing between the dispute-resolution provisions of this Agreement, or appeal to the Civil Service Commission. Any employee who wishes to preserve the right of appeal to the Commission must comply with the time requirements for filing such appeal as specified in the Civil Service Rules. Within twenty (20) days of the date of a Notice of Discipline, the employee may file an appeal with the Civil Service Commission or pursue the grievance procedure or both. The

grievance procedure shall begin at Step IV Arbitration for this process. Immediate arbitration shall not apply.

25.8.6.1 Employees who, with the approval of the Organization, elect to use the dispute-resolution provisions of this Agreement, as opposed to electing their right to appeal their discipline to the Civil Service Commission, recognize and agree that any resulting arbitrator's award will be published. The published version of the arbitrator's award will redact the name and any other identifying features of the officer to preserve confidentiality. The opportunity to appeal to the Civil Service Commission shall fulfill the City's obligations to provide an administrative appeal pursuant to Government Code section 3304.

25.8.7 The employee shall confirm their election of remedies in writing to the Director of Employee Relations. If the employee files an appeal to the Civil Service Commission and also an appeal through the grievance procedure of this Agreement within the required timelines, the election of remedies must be made no later than 45 days from the date of the Notice of Discipline. The election of remedies must also be made prior to the submission of a request for a list of arbitrators and prior to scheduling a Civil Service Commission appeal hearing. As otherwise provided in this Agreement, for the matter to go to binding arbitration, the POA must agree (i.e., must be the party taking the matter to arbitration).

## 25.9 Disciplinary Procedures

25.9.1 The disciplinary procedures that shall apply to members of this bargaining unit are contained in the City's Discipline Policy (2.1.3) of the City's Administrative Policy Manual, and incorporated herein by reference, with the following modifications:

25.9.2 With respect to the "Skelly Conference," given the particular importance of prompt investigations and disciplinary action with respect to peace officers, and in order to avoid undue delays, the Skelly Conference must occur within thirty (30) days of the date the Notice of Intent to Discipline (NOID) with supporting materials is issued by the City. This deadline may only be extended for compelling reasons and upon written mutual agreement of the parties. Unavailability of a particular representative is not a valid reason for an extension beyond this time limitation. The employee has the option of submitting a Skelly response in writing for any reason, including instances where an employee's preferred representative is unavailable within 30 days following the NOID. Failure of the employee and/or their representative to request a Skelly

Conference within the specified time limit contained in the NOID and/or to participate in a Skelly Conference or submit a written response within these time limits shall be deemed a waiver of the employee's right to a Skelly Conference and permit the City to proceed directly to the issuance of a final Notice of Discipline (NOD).

## 25.10 Disciplinary Arbitration

25.10.1 For disciplinary matters only, the POA shall select two arbitrators from a list of arbitrators who are registered with the California State Mediation and Conciliation Service (CSMCS).

The City shall select a total of two arbitrators, one of which will be a retired judge registered with CSMCS, and the other, a Neutral from the Judicial Arbitration and Mediation Service (JAMS).

- In the event the retired judge from CSMCS is unavailable for more than 60 days, the City may substitute the retired judge with any arbitrator available from either CSMCS or JAMS.
- If the City selects a JAMS Neutral, the City shall pay any difference in cost between an arbitrator from CSMCS and the JAMS Neutral, if any.

The arbitrators/JAMS neutrals selected by the City and the POA will serve on a disciplinary arbitration panel during the term of this Agreement, and will rotate in the following manner:

- 1st case = 1st City Selected Arbitrators or JAMS Neutrals
- 2nd case = 1st POA Selected Arbitrators
- 3rd case = 2nd City Selected Arbitrators or JAMS Neutrals
- 4th case = 2nd POA Selected Arbitrators

Once an arbitrator has been selected by the City or POA and assigned to preside over a particular case, the same arbitrator cannot be assigned a subsequent case until the following arbitrator in the rotation has been assigned a case.

By mutual agreement, the City and POA can remove a particular arbitrator from the rotation. If the arbitrator/neutral was chosen by the City, the City may replace that arbitrator/neutral with another panelist from CSMCS or JAMS. If the arbitrator was chosen by the POA, the POA can select another panelist from CSMCS.

## 25.11 General Provisions of Grievance Procedure

- 25.11.1. Although grievances may be processed during normally scheduled working hours, the employee Organization agrees that the time spent by its designated representatives shall be kept to a reasonable minimum and that no Employee Organization representative shall be entitled to any additional compensation or premium pay for any time spent in processing grievances outside such representative's regularly scheduled hours. The Employee Organization also agrees that it will not process grievances during periods of overtime.
- 25.11.2 Any grievance not filed or appealed within the time limits specified shall be considered settled on the basis of the last disposition given. In the event the grievance is not answered within the time limits set forth herein, either the employee, where provided, or the appropriate Employee Organization representative may appeal the grievance to the next higher step within the time limits provided.
- 25.11.3 The Employee Organization agrees that it will not initiate or pursue any other avenue of redress on any matter properly within the scope of representation, except as otherwise provided by law under the Doctrine of Exhaustion of Administrative Remedies, the Employee Organization agreeing that it will not initiate or pursue any other avenue of redress on any matter properly within the scope of representation until the provisions of this Article, including arbitration, have been utilized.
- 25.11.4 Working days as used in this Article shall be defined as the regularly scheduled working days of the employee, or the authorized representative of the Organization, filing or appealing the grievance and the regularly scheduled working days of the appropriate representative of the City responsible for replying to the grievance.
- 25.11.5 If an employee desires to file a grievance involving separation from City employment pursuant to the application of Article 26, entitled Leaves of Absence, the employee shall file the grievance in writing at Step II within ten calendar days following the date of separation.
- 25.11.6 Any of the time limits specified in Steps I through III may be extended by written mutual agreement of the parties.
- 25.11.7 No resolution of any grievance, as defined in Article 25, entitled Grievance Procedure, shall be contrary to the provisions of the Memorandum of Agreement. Copies of the resolution of all grievances, including the grievance, shall be sent to the President of the Organization.

- 25.11.8 It is understood and agreed that whenever a provision in this Article refers to an employee filing a grievance, the Organization may file such grievance either on the employee's behalf or on behalf of the Organization. In such event the processing of the grievance shall comply with all other provisions of the Grievance Procedure Article.
- 25.11.9 The Organization agrees to provide the City with a list of representatives authorized to file grievances on behalf of the Organization. Such list shall be kept current and shall contain no more than five representatives in addition to the President of the Organization.
- 25.11.10 If a party petitions to compel arbitration, then the prevailing party in such litigation shall be entitled to reasonable attorney's fees. This provision contemplates the prevailing party being either the petitioner or respondent in such litigation, including those situations in which the City is represented by the City Attorney's Office.
- 25.11.11 Nothing in the agreement between the City and the Organization shall be construed so as to prevent the Organization from working out any arrangement it chooses for the reimbursement or other payment by members of its bargaining unit for the costs of any arbitration proceeding involving a disciplinary grievance. The City shall have no responsibility for collecting such amounts.
- 25.11.12 Whenever labor/management grievances are resolved by an Employee Relations Office decision, arbitration or court action, the City will transmit information regarding such resolution to all Unit Commanders. If a matter is resolved by mutual agreement, then the transmittal of information to all unit commanders shall be at Management discretion.

## **ARTICLE 26 LEAVES OF ABSENCE**

- 26.1 The appointing authority, or designated representative, may grant an employee a leave of absence without pay for good and sufficient reason. Such leaves may be extended by written request of the employee, subject to approval of the appointing authority, or designated representative. Written requests for an extension of a leave shall be submitted prior to the expiration of the leave.
- 26.2 Except as provided in Section 26.5.4, no leave, or extension thereof, granted, pursuant to the provisions contained herein shall exceed twelve (12) months.
- 26.3 Any leave granted pursuant to the provisions contained herein may be canceled by the appointing authority by notice in writing mailed to the employee at the



employee's address on file in the Human Resources Department or such other address as the employee may designate. Such notice shall be by registered mail, return receipt requested and shall be mailed not later than thirty (30) days prior to the effective date of the cancellation of the leave.

- 26.4 Failure of the employee to return to work on the first scheduled workday after the effective date of the cancellation, or on the first scheduled workday following the expiration of a leave, shall be considered a voluntary resignation unless the failure to return is due to extenuating circumstances beyond the control of the employee.
- 26.5 Each employee who is granted a leave pursuant to the provisions of this Article may, upon return from leave, elect one of the following options:
  - 26.5.1 Accept a vacant position in the classification held at the time the leave commenced, or
  - 26.5.2 Accept a vacant position in a lower classification for which they are qualified. In such event, the employee shall have upgrade rights to the classification from which they elect reduction, or
  - 26.5.3 Replace the least senior employee in the classification held at the time the leave commenced, or
  - 26.5.4 Continue the leave of absence without pay for a period not to exceed six (6) months.
- 26.6 Any employee who is absent without notification to their Chief of Police, or other designated authority, for two (2) consecutive work shifts, shall be considered a voluntary resignation unless the failure to report is due to extenuating circumstances beyond the control of the employee.
- 26.7 Employees who have been separated from City service for failure to return from leave, or failure to report and whose failure is determined to be the result of extenuating circumstances beyond their control shall be reinstated.
- 26.8 The parties agree to implement the Federal and State Family Medical Leave Acts.

## **ARTICLE 27            ADMINISTRATIVE LEAVE**

An officer involved in any on-duty incident in which the officer causes serious bodily injury or death, or involved in any other incident as determined by the Chief, shall be placed on at least forty (40) consecutive hours of paid administrative leave (or other paid leave, if applicable). Within the initial administrative leave period, the Department

and the officer shall meet, after which the leave may be extended at the option of the Department.

## **ARTICLE 28            WEAPONS**

28.1 The City shall supply every officer with one of the following weapons:

- a) Sig Sauer semi-automatic pistol in model P225 or P226, or
- b) Glock semi-automatic pistol in model G17 or G19.

If both pistols are available, officers will have choice between the two.

Officers who are currently issued a Smith & Wesson model 66, 3906 or 3913 as a primary weapon may continue to carry the weapon as an option. Upon termination of City service, any supplied weapon shall be returned to the City.

28.2 Officers who elect not to carry the City issued weapon may carry as their primary weapon while on duty, at their own expense, the following weapons:

- a) A semi-automatic pistol manufactured by Beretta, Glock, Sig Sauer, or Smith & Wesson, in caliber 9mm, .40 caliber or .45 caliber, or a revolver manufactured by Colt or Smith & Wesson in .38 caliber or .357 magnum with a 4-6 inch barrel.
- b) Those officers assigned to the MERGE unit, and officers who have completed the requirements of Section 28.2.3 may choose to carry a 1911 O-Frame Style Pistol in 9mm, .40 Smith & Wesson or .45 Automatic Colt Pistol.

28.2.1 All officers who participate in either option must also purchase, at their own expense, the holster and ammunition case for the selected weapon and are responsible for all costs, including repairs and maintenance costs of the pistol.

28.2.2 All officers who participate in option (a) must attend and successfully complete transition training under the direction of the Range Master.

28.2.3 All officers who participate in option (b) must either attend and successfully complete the San Jose Police Department Range 20-hour training course specifically designed for that weapon or must have satisfactorily completed the MERGE or Training Unit handgun school. Officers must qualify with that weapon on a semi-annual basis. No single action, semi-automatic pistol shall be used unless approved by the Department's Range Unit.

- 28.2.4 All officers who participate in either option are required to turn in their City-issued semi-automatic pistol or revolver upon completion of their transition training.
- 28.2.5 All weapons declared for use under either option must be inspected, approved and registered with the Range Master prior to training. These weapons must be standard factory production with no modifications, unless the modification has prior approval from the Range Master.
- 28.3 All officers may carry a semi-automatic pistol or revolver in .22, .25, .32, .380, .38, .357, .40, .45, or 9mm caliber for any plainclothes assignment, off duty, or as a back-up weapon. All weapons must be approved by the Range Master prior to use. All weapon barrels must be at least 1.75 inches in length. No officer may carry a single-action only pistol unless that officer has successfully completed training under the direction of the Range Master.
- 28.4 Any officer may carry a concealed secondary (back-up) weapon while on duty. The secondary weapon may be any of the above listed weapons provided that the officer has fulfilled those sections in the Department's Duty Manual regarding range qualifications.
- 28.5 Any officer may carry while off duty any of the above-described weapons, provided that the officer has fulfilled those sections in the Department's Duty Manual regarding range qualifications.
- 28.6 Subject to all of the above restrictions of the Article, all officers, while assigned to a plainclothes capacity, have the option of carrying any of the above-described weapons.
- 28.7 The City acknowledges its responsibility to design and administer a training program in the safe and effective use of firearms.
- 28.8 The City shall provide adequate rounds of ammunition for training and qualification with weapons described in this Article.

## **ARTICLE 29 AUTHORIZED REPRESENTATIVES**

For purposes of administering the terms and provisions of the various ordinances, resolutions, rules and regulations adopted pursuant to this Memorandum of Agreement:

- 29.1 Management's principal authorized agent shall be the Director of Employee Relations, or their duly authorized representative except where a particular Management representative is otherwise designated.

- 29.2 The Employee Organization's principal authorized agent shall be the President of the San Jose Police Officers' Association, or their duly authorized representative.

## **ARTICLE 30 VACATIONS**

- 30.1 Each eligible full-time employee shall be granted vacation leave with pay in accordance with the following:

- 30.1.1 **Vacation Accrual.** Each employee shall accrue a leave of absence with full pay for vacation purposes, in the amount specified below for each cycle of twenty-six (26) full biweekly pay periods immediately preceding December 31st, or portion thereof, in each year of their employment as specified below:

<u>Years of Service</u>	<u>Hours of Vacation per 26 Pay Period Cycle</u>
1st 5 years	80 hours
6th year - 10th year	120 hours
11th year - 12th year	140 hours
13th year - 14th year	160 hours
15th year or more	180 hours

- 30.1.2 **Vacation Leave**

Employees shall not be allowed to accrue vacation in excess of two times their annual vacation accrual rate. Once the maximum accumulation has occurred, vacation will cease to accrue until the employee's vacation balance has fallen under their maximum vacation accrual amount.

- 30.1.3 Employees will only be allowed to use vacation that has already been accrued.

- 30.1.4 **Reimbursement for Unearned Vacation Leave**

If the employment of any full-time employee should cease, and if they should have taken more vacation leave than they had accrued at the time of termination of their employment, there shall be deducted from their final pay, or they shall refund to the City, such pay as they shall have received for vacation leave theretofore taken by him/her. The provisions of this Subsection 30.1.3 shall not apply to any full-time employee whose employment by the City is terminated by reason of the employee's death or entry into active duty with any of the Armed Forces

of the United States that is reasonably likely to exceed one year in duration.

#### 30.1.5 Payment for Unused Accrued Vacation Leave Upon Termination of Employment

If the employment by the City of any full-time employee should cease, they shall be given, at the time of such termination, full pay for any vacation leave which they may then have accrued.

### 30.2 Vacation Leave

Any and all leaves granted pursuant to this Article shall be granted at such time or times as will not reduce the number of employees below that which is reasonably necessary for the efficient conduct of the public business of such Department, except no employee who is authorized to take a leave for vacation purposes shall be required to commence such leave at a time other than the beginning of a work week, unless they elect or consent to commence such leave at another and different time. Subject to the above provisions, preference of vacation leave timing in any calendar year shall be given in order of seniority. For purposes of this section "seniority" shall be determined by the relative length of time served by each employee in the classification in which they are employed in a Department of the City government, and by the length of time during which such employee has worked on any shift, if more than one shift is worked by employees in such classification.

### 30.3 Computation of Vacation Leave

30.3.1 For purposes of this Article, paid leave of absence from duty by reason of sick leave, holiday leave, vacation leave, disability leave, compensatory time-off, or any other paid leave, shall be deemed to be "time worked."

30.3.2 Prior periods of employment shall be credited to the employee for purposes of determining vacation eligibility provided that during each such prior employment period, the employee achieved permanent status. An employee in an initial probationary status shall not be permitted to take a vacation even though such employee may, upon satisfactory completion of the initial probationary period be entitled to additional vacation pursuant to the above.

### 30.4 Vacation/Sick Leave Conversion

30.4.1 In the event a member becomes seriously ill or seriously injured requiring hospital treatment or hospitalization while on vacation, and it can be established that the member is incapacitated due to the illness or

injury, the day or days they are sick under these circumstances shall be carried as sick time rather than vacation and the member will for all purposes be treated as though they were off solely for the reason of their illness or injury. Upon request, the member shall submit medical documentation of the illness or injury from attending physician.

- 30.5 Effective May 16, 2021, the City Manager or designee is authorized to adjust the annual vacation accrual of a Lateral Police Officer, for the purpose of hiring or rehiring that Officer into City service. This action allows hiring managers to place new or rehired Lateral Police Officers with prior sworn public service credit at a vacation accrual rate commensurate with their total years of sworn public service with the approval of the City Manager or designee.

#### Process/Guidelines

A Lateral Police Officers' vacation accrual may be adjusted upon first hire or rehire date to provide the Officer with credit for previous sworn public service upon the approval of the City Manager or designee.

1. Credit for sworn public service shall only be given for completed years of sworn service as a full-time benefitted employee.
  - a) If an Officer worked at a public service agency on a part-time benefitted basis, completed years will be based on the completion of 2,080 hours.
  - b) For example, if an Officer has previously worked six (6) complete years in another public agency or a combination of sworn public service and sworn service with the City of San Jose, the City Manager or designee may authorize the Officer to accrue vacation at the 6-10 annual hourly rate, which is 120 hours per year. The below table illustrates the vacation annual hourly accrual rates by years of service in the POA MOA:

Years of Service	Hours of Vacation Per 26 Pay Period Cycle
1 <sup>st</sup> 5 years	80 hours
6 <sup>th</sup> year – 10 <sup>th</sup> year	120 hours
11 <sup>th</sup> year – 12 <sup>th</sup> year	140 hours
13 <sup>th</sup> year – 14 <sup>th</sup> year	160 hours
15 <sup>th</sup> year or more	180 hours

Vacation accrual caps shall apply to the designated annual hourly accrual rate.

2. Sworn Public service credit shall not apply to any other benefits.

3. The Officer has the responsibility to prove certification of previous sworn public service from the Officer's previous employer(s), if so requested.
  - a. A public service agency may be defined as a(n) International Federal, State, City, County, Special District, or other publicly funded agency that provides programs, goods, or services. A public agency is not defined as a not-for-profit organization or non-governmental organization that relies on donations and volunteers to operate.

## **ARTICLE 31        SICK LEAVE**

31.1 Each full-time employee shall be entitled to sick leave with pay in accordance with the following provisions:

31.1.1 Sick leave shall accrue in an amount equal to the number of hours worked, excluding overtime, multiplied by a factor of 0.04616, up to a maximum of ninety-six (96) hours per year. Only paid leave for sick leave, holidays, vacation, disability, compensatory time off, or other paid leave shall be considered as time worked for purposes of this section.

31.1.2 Accrued sick leave may be utilized if the employee is required to be absent from work on account of non-job related illness or injury; routine medical or dental appointments; illness in the immediate family as defined herein; or absence of an eligible female employee due to illness, injury or disability related to pregnancy or childbirth. Immediate family shall be limited to the eligible employee's mother, father, spouse, Domestic Partner registered with the Human Resources Department, child, stepfather, stepmother or step child.

Up to forty-eight (48) hours of accrued sick leave per calendar year may be utilized if the employee is required to be absent for the care related to the illness or injury of the employee's grandparent, grandchild, brother, sister, father-in-law, mother-in-law, or designated person as defined in the City Policy Manual 4.2.1 Leaves of Absence Policy.

31.1.3 Accrued sick leave may also be utilized for job-related illness or injury if the employee is medically required to be absent from work between the date an examining physician determines the employee's condition to be "permanent and stationary" and the date the employee is so notified. Such accrued sick leave may not be utilized if the employee is otherwise entitled to temporary disability leave compensation for the above referenced period of time. Accrued sick leave not to exceed three (3) working days may be granted at the discretion of the Director of Human Resources or their designated representative following the notification referred to above. Telephone notice or a notice mailed to the

employee's last known address of record shall be determined notice to the employee.

- 31.1.4 Accrued sick leave not to exceed three (3) working days may be granted in circumstances where an alleged job-related illness or injury is involved, but the employee fails to provide medical verification of such job-related illness or injury.
- 31.1.5 Accrued sick leave shall be allowed for any absence from work for treatment of intoxication, chronic alcoholism, or use of narcotics prescribed or not prescribed by a licensed physician, if approved by the City physician. This section shall not affect the City's authority to discipline employees.
- 31.1.6 No employee shall be entitled to or be granted sick leave, either with or without pay, unless they, or someone on their behalf, notifies their immediate superior or Chief of Police, or the Director of Human Resources, of their intent to take such sick leave, and of the reasons therefore, prior to or within one hour after the commencement of the sick leave provided, however, that the City Manager may waive the requirement of such notice upon presentation of a reasonable excuse of such employee.
- 31.1.7 An employee may be required to furnish substantiation for any absence for which Sick Leave payment is requested.
- 31.1.8 A full-time employee of the City shall be entitled to sick leave without any pay if required to be absent from work on account of any non-job related illness, injury or disability, including absences of female employees related to pregnancy or childbirth, or on account of routine medical or dental appointment needs of the employee, in all situations where such employee is not entitled to sick leave with pay.
- 31.1.9 Any full-time employee who is unable to return to work after being absent on unpaid sick leave for twelve (12) cumulative months in any period of twenty-four (24) consecutive months shall be separated from City service.
  - 31.1.9.1 The City agrees to indemnify the association as to any liability arising solely from the implementation of this Section 31.1.9. The indemnification also extends to the act of Association in cooperating in the defense of this section before any forum. However, the City will not indemnify the Association for any liability caused by separate acts or omissions independent of the acts described in Section 31.1.9. For example, the City would not indemnify the



Association if the Association is found liable for misrepresentation or nondisclosure to its membership, or liable for any breach of duty of fair representation other than a breach predicated solely on the acts or omissions described in Section 31.1.9.

The City will not pay attorneys' fees to or on behalf of the Association but at the sole option of the Association, the City Attorney's Office will defend the Association against claims or lawsuits arising from implementation of this Section 31.1.9 so long as the Association waives any conflict of interest, actual or potential, arising out of the representation of such counsel. However, legal counsel for the City shall keep Association informed of all developments particularly as to any possible settlement of the dispute/litigation. The Association shall have the right to participate in the defense.

The City's obligation to indemnify, as described above, is conditioned upon the City having primary authority for the defense. The Association and the City attorneys shall cooperate in the defense of the case. The Association may not agree to any settlement involving its financial liability without consent of the City.

## 31.2 Sick Leave Payout

Any employee hired on or after July 7, 2013, shall not be eligible for sick leave payout.

For employees hired on or before July 6, 2013, sick leave payout shall be given to full-time benefited employees who are members of the Federated City Retirement System and/or the Police and Fire Retirement Plan at the time of retirement or death under one of the following conditions:

### 31.2.1 Police and Fire Retirement Plan

The employee is a member of the Police and Fire Retirement System and retired under the provisions cited in the plan and credited with at least twenty (20) years of service in this retirement plan or credited with any service prior to a service-connected disability retirement.

### 31.2.2 Federated City Retirement System

The employee is a member of the Federated City Retirement System and retired under the provisions cited in the plan and credited with at least fifteen (15) years of service in this retirement plan or credited with

at least ten (10) years of service prior to a service-connected disability retirement.

#### 31.2.3 Terminated Employee with Vesting Rights

The employee has terminated service with the City in good standing, retained vesting rights in a retirement system according to the provisions of the San Jose Municipal Code and following such termination qualifies for retirement and retires under the provisions cited in the code and has at the time of retirement credit for at least;

- 20 years of service in the Police and Fire Retirement System
- 15 years of service in the Federated City Retirement System

#### 31.2.4 Death During Service

The estate of any full-time employee who dies while in City service and prior to retirement, even though the employee is not credited with at least;

- 20 years of service in the Police and Fire Retirement System
- 15 years of service in the Federated City Retirement System

31.2.5 Effective July 6, 2013, for purposes of sick leave payout, an employee's sick leave balance and hourly rate shall be frozen. This means that an employee will receive no more in sick leave payout after having met the requirements contained herein than they would have been entitled to on July 6, 2013. Any sick leave usage after July 6, 2013, will come first from the sick leave balance accrued after July 6, 2013. An employee will continue to accrue sick leave after July 6, 2013, but it may not be used for sick leave payout purposes.

For example, if an employee's hourly rate is \$40 and their sick leave balance is 1000 hours on July 6, 2013, if they meet eligibility requirements, they shall receive payout of their sick leave balance at the time of retirement using the formula below, but no more than 1000 hours and at an hourly rate of no more than \$40. This will occur even if the employee has subsequently earned more than 1000 hours in sick leave or received a pay increase so that their hourly rate is higher than \$40. In this example, if the employee does not have available sick leave to use that was accrued after July 6, 2013, and uses sick leave and reduces their sick leave balance on July 6, 2013, to 800 hours, they will only be entitled to a sick leave payout of 800 hours, regardless of any sick leave accrued after July 6, 2013.

Payout shall be determined as follows:

31.2.5.1 If a full-time employee at the time of their retirement or death has earned, unused sick leave hours, they shall be paid the equivalent of a specified percent of their hourly rate of pay at the time of retirement, termination or death, whichever comes first, multiplied by the total number of their accumulated and unused hours of sick leave as of the date of their retirement or death.

Less than 400 hours: Hours accumulated x 50%  
of final hourly rate

or, 400 – 799 hours: Hours accumulated x 60%  
of final hourly rate

or, 800 – 1200 hours: Hours accumulated x 75%  
of final hourly rate.

31.2.5.2 If a full-time employee at the time of their service retirement has between 800 and 1,200 hours of unused sick leave, at the employee's request they shall be paid hours accumulated X 80% of final hourly rate.

31.2.5.3 If a full-time employee at the time of their service retirement or upon the employee's death has 1,200 hours or greater of earned unused sick leave, they, or their estate, shall be paid a sum of money equal to 100% percent of their hourly rate at the time of their death or service retirement, whichever is earlier, multiplied by the total number of their accumulated and unused hours of sick leave as of the date of their death or retirement. If, after retirement, the employee switches from service to disability retirement, the employee shall repay to the City the difference in sick leave payout between service and disability retirement (e.g., 100% service, 75% disability).

31.2.5.3.1 An employee who, at the time of their retirement, qualifies for benefits in the 800 to 1,200 hour category as provided in subsections 31.2.5.1 and 31.2.5.2 above, shall be credited, for insurance purposes only, with a value equal to twenty-five (25%) percent of their hourly rate of pay for those individuals in the seventy-five (75%) percent payment category or a value equal to twenty (20%) percent of their hourly

rate of pay for those individuals in the eighty (80%) percent payment category at the time of their retirement or termination, whichever is earlier, multiplied by the total number of their accumulated and unused hours of sick leave as of the date of their retirement, or by 1,200 hours, whichever is less. The City shall pay the cost of health and/or dental insurance premium, for the type of coverage specified by the employee, for the employee or for the employee and their dependents under one of the health and/or dental insurance plans available at the time to regular full-time City employees, until such time as the total amount of such payments equals the total amount credited to such employee hereunder, or until the death of such employee, whichever is earlier.

#### 31.2.6 Payment for Accrued Sick Time

Pursuant to 31.2.5, upon retirement (Service or Service Connected Disability) an officer shall receive a lump sum cash payment for the total amount of accrued sick time hours.

#### 31.2.7 Death of Terminated Employee

The estate of any full-time employee who had terminated service with the City in good standing but had retained vesting rights in a retirement system according to the provisions in the San Jose Municipal Code and dies (on or after July 10, 1977) prior to becoming eligible for retirement allowances as cited under provisions of the San Jose Municipal Code and has at the time of death credit for at least;

- 20 years of service in the Police and Fire Retirement System
- 15 years of service in the Federated City Retirement System

For purposes of determining the total number of accumulated and unused hours of sick leave of a full-time employee at the time of their retirement or death, unused sick leave from prior periods of employment with the City shall be used. Such previously accumulated sick leave shall be credited to the employee for use during an employee's current employment period.

## ARTICLE 32

## DISABILITY LEAVE AND SECONDARY EMPLOYMENT

- 32.1 "Disability leave of absence" is provided for a full-time employee of the City who is required to be absent from active service for the City as the result of injury arising out of and in the course of an employee's full-time employment with the City. Disability leave of absence from active City service extends from the time the employee is absent from City service due to an injury arising out of and in the course of full-time employment for the City to the time it is no longer required by such injury to be absent from such active service or until the employment with the City ends or is terminated, whichever is first. While on disability leave of absence, such employee shall be entitled to receive and be paid, in lieu of regular salary, and in addition to any temporary disability compensation to which the employee may be paid under the workers' compensation provisions of the California Labor Code, such temporary disability leave of absence compensation, if any, to which the employee may be entitled, under the following provisions of this Article.
- 32.2 Notwithstanding anything to the contrary, disability leave of absence and compensation or benefits as a result of disability leave of absence will only entitle a full-time employee of the City who is required to be absent from active service for the City as a result of injury to compensation or other benefits if the employee is entitled to temporary disability benefits as a result of the injury and absence from service. If any money has been paid to said employee as benefits under the provisions of this Article and it is determined that the employee is not entitled to temporary disability, the City shall be entitled to reimbursement of the benefits/monies paid in error.
- 32.3 An employee shall not be deemed to be on disability leave of absence and shall not be entitled to any compensation or other benefits under the provisions of this Article in situations including but not limited to injuries caused by intoxication or unlawful use of drugs, injuries that were intentionally self-inflicted, injuries that arose from an altercation where the employee was the initial aggressor, injuries that occurred during a felony that the employee committed and was convicted for, or injuries that arose out of voluntary participation in an off-duty activity not part of the employee's work-related duties. The provisions of this article will be interpreted in a manner that is consistent with the Worker's Compensation provisions of the California Labor Code.
- An employee shall not be deemed to be on disability leave of absence and shall not be entitled to any compensation or other benefits under the provisions of this Article if the injury results from any work voluntarily undertaken by the employee that is contrary to the work restrictions imposed by an examining physician.
- 32.4 Compensation or other benefits shall not be payable under the provisions of this Article to any employee during a disability leave of absence for any period greater than the following: i) the time the employee is required to be absent from active City service as a result of injury arising out of and in the course of

employment with the City ii) the period of time for which temporary disability is payable under workers' compensation provisions of the California Labor Code or iii) one year, whichever is shortest. No employee is entitled to benefits or compensation under the provisions of this Article beyond five years of the date of injury.

- 32.5 An employee entitled to benefits or compensation pursuant to a disability leave of absence shall not be entitled to any salary, leave of absence or other compensation under the provisions of this Article, the San Jose Municipal Code, any other ordinance or resolution due to an injury or disability leave of absence. The disability leave of absence, compensation and benefits provided are in lieu of, not in addition to, other compensation or benefits to which the employee might otherwise become eligible, and the employee is not entitled to a duplication of benefits.
- 32.6 Subject to the terms, conditions, limitations and other provisions contained in this Article, a full-time employee of the City on disability leave of absence shall be entitled to temporary disability leave compensation as follows:
- 32.6.1 The employee shall be entitled to an amount of money, paid as a supplement, for up to 2080 hours, which when added to the temporary disability compensation paid for that period of time, will equal 100% of what would have been the employee's regular salary had the employee been in active service.
- 32.6.2 An employee shall not be entitled to any compensation except as provided by Article 31 of these provisions following expiration of the above-mentioned periods.
- 32.7 No employee shall be entitled to any compensation or other benefits under the provisions of this Article unless the Director of Human Resources shall have determined that such employee is entitled to such compensation or benefits.
- 32.8 The Director of Human Resources in order to properly make any determination respecting an employee's claim to benefits hereunder, may require the employee to present evidence proving that such employee is entitled to the benefits claimed, including, but not limited to, proof of the injury, proof that it arose out of and in the course of their employment with the City, proof of the disability and of its duration, and proof of any other relevant matters. Also, said Director may require the employee to submit himself to medical and physical examinations by physicians selected by said Director.
- 32.9 The Director of Human Resources shall not make any determination holding that an employee is entitled to any compensation or leave of absence hereunder for any period of time because of an injury if the Workers' Compensation Appeals Board, or any judicial court having jurisdiction over the matter, shall have already

determined that such employee is not entitled because of such injury to any temporary disability compensation whatsoever from the City, or to any such compensation from the City for said period of time, under the Workers' Compensation provisions of Division 1 or Division 4 of the Labor Code of the State of California. Any such determination by said Director in violation of this paragraph shall be null and void and the City shall be entitled to reimbursement for any compensation paid by the City to the employee for the injury/absence.

32.10 If a decision of the Director of Human Resources regarding entitlement to temporary disability compensation or any compensation from the City for a disability leave of absence, conflicts with a determination made by the Workers' Compensation Appeals Board, or any judicial court having jurisdiction over the matter, the determination of the Director of Human Resources will become null and void and the City shall be entitled to reimbursement for any compensation paid by the City to the employee for the injury/absence.

32.11 Notwithstanding any other provisions of this Article, the San Jose Municipal Code, ordinance or resolution to the contrary, and in accordance with San Jose Police Department Duty Manual Section C 1535, an employee of the City who is placed on disability leave or modified duty shall not be authorized for secondary employment. Employees may appeal the suspension of their secondary employment authorization to the Chief of Police or designee and request they be granted an exemption.

Criteria for denying an exemption request include, but are not limited to the following: (i) the employee is on total disability and is unable to perform modified duty for the Department that is within work restrictions imposed by an examining physician, (ii) if the secondary employment is medically detrimental to the total recovery of the disabled member, or (iii) the secondary employment requires substantially the same physical ability as would be required in the employee's classification.

## **ARTICLE 33           BEREAVEMENT LEAVE**

33.1 Employees shall be entitled to use bereavement leave for up to five (5) days due to the death of a qualifying relative. The bereavement leave need not be consecutive. Each full-time employee shall be granted bereavement leave with full pay for a period of forty (40) work hours to attend the customary obligations arising from the death of any of the following relatives of such employee or employee's spouse or employee's domestic partner. Due to the employee's regular work schedule, if the five (5) day entitlement exceeds forty hours, employees may supplement their time off using their accrued leave balances, including, but not limited to, sick leave. All leave must be used within three (3) months following the death of the eligible person. Under extreme circumstances, the 3 month requirement may be waived by the Director of Employee Relations.

The decision of the Director of Employee Relations regarding the waiver shall be final, with no process for further appeal:

- a) Parent/Step Parents
- b) Spouse
- c) Child/Step-Child
- d) Brother/Sister/Step-Brother/Step-Sister/Half-Brother/Half-Sister
- e) Grandparents/Step-Grandparents
- f) Great Grandparents/ Step-Great Grandparents
- g) Grandchildren
- h) Domestic Partner
- i) Sister in-law/Brother in-law/Daughter in-law/Son in-law

33.1.1 A domestic partner, as referenced in Section 33.1, must be the domestic partner registered with the Department of Human Resources.

33.2 No eligible employee shall be entitled to compensation for bereavement leave in the event of the death of any of the above relatives, if such employee is not scheduled to work when such bereavement leave is required.

## **ARTICLE 34 NON-DISCRIMINATION**

34.1 Parties agree that they and each of them shall not discriminate against any employee or Organization member on account of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, familial status, or political affiliation. An employee seeking to utilize the grievance procedure, claiming a violation of this sub-paragraph, shall make an election of remedies between the grievance procedure and any other remedy available at law, through local, State or Federal law, including but not limited to Title VII of the Civil Rights Act of 1964. No employee shall be allowed to pursue the grievance procedure claiming a violation of this subparagraph if that employee cites the same underlying facts in pursuing any other remedy available at law, through local, State or Federal law, including but not limited to Title VII of the Civil Rights Act of 1964 and if no adverse finding has been rendered in pursuit of such other remedy. When an employee seeks to use the grievance procedure claiming a violation of this subparagraph, the City, the Organization and the employee shall enter into a complete settlement agreement which provides that in exchange for the agreement to voluntarily settle the dispute through the grievance procedure, the employee agrees to waive their right to pursue any other remedy otherwise available through local, State or Federal law, including but not limited to Title VII of the Civil Rights Act of 1964. Such settlement agreement shall contain a provision that the employee has been advised of their right to consult an attorney and/or a local, State or Federal anti-discrimination agency regarding their discrimination claim and that their consent to the settlement agreement is voluntary and knowing.



- 34.2 The parties agree that they and each of them shall not discriminate against any employee or Organization member because of membership or lack of membership in the Organization, or because of any authorized activity on behalf of the Organization. However, nothing herein shall preclude a unit commander from denying or delaying the release from any given unit (or team in B.F.O.) of more than one Organization representative in the case of operational necessity.

## **ARTICLE 35            MAINTENANCE OF MEMBERSHIP**

- 35.1 Except as otherwise provided herein, each employee who, on July 1, 2022, is a member in good standing of the Organization shall thereafter, as a condition of employment, maintain such membership for the duration of this Agreement, to the extent of paying the periodic dues uniformly required by the Organization as a condition of retaining membership.
- 35.2 Any employee who, on July 1, 2022, is not a member of the Organization or any person who becomes an employee after December 10, 2013, shall not be required to become a member as a condition of employment. Any such employee who thereafter becomes a member of the Organization shall thereafter maintain such membership for the duration of the Agreement except as otherwise provided herein.
- 35.3 Any employee who, on July 1, 2022, was a member of the Organization, and any employee who subsequently becomes a member may, during the period beginning July 1, 2022 through June 30, 2025, resign such membership and thereafter shall not be required to join as a condition of employment. Resignations shall be in writing addressed to the Director of Employee Relations with a copy to the Organization.
- 35.4 The Organization shall indemnify the City and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of or by reason of the application of or implementation of the provisions of this Article.

## **ARTICLE 36            SENIORITY**

- 36.1 Employees shall be placed on the classification seniority list in accordance with the date they were first placed on the payroll of the Police Department as full-time sworn Officers. When two or more employees are assigned to the payroll on the same date, preference in placement on the list shall be given based on the relative standing on the Police Officer eligibility list.
- 36.2 Seniority list placement for Police Sergeant, Police Lieutenant and Police Captain shall be based on the date of rank. Where two or more employees are promoted

to the same rank on the same date, placement on the list shall be based on relative standing on the respective eligibility lists.

- 36.3 Placement on the seniority list shall not be affected by any authorized leave with pay.
- 36.4 The Police Administration shall prepare an accurate list setting forth the present seniority dates of all Officers covered by this agreement. Such lists shall resolve all questions of seniority affecting Officers covered under this agreement. The seniority list shall be updated every twelve (12) months and distributed to all Unit Commanders with one copy being delivered to the Organization President.

## **ARTICLE 37            LABOR MANAGEMENT COMMITTEE**

- 37.1 Upon request by either party, there shall be a Department Labor/Management Committee consisting of three (3) representatives of the Department at the rank of Lieutenant and above, and three (3) members of the Association. The Chief of Police, or their designee, shall sit as one of the Department representatives and any of the six (6) members may be replaced with an alternate from time to time. The Director of Employee Relations shall be requested to attend Labor/Management meetings and shall be provided an agenda in advance. The Director of Employee Relations shall sit at these meetings and attempt to resolve concerns to mutual satisfaction.

The Labor/Management Committee shall meet no less than quarterly and shall consider and discuss matters of mutual concern pertaining to the improvement of the Department and the welfare of its employees. Accordingly, the Labor/Management Committee will not discuss grievances properly the subject of the procedural process except to the extent that such discussion may be useful in suggesting improved department policies. Either the Association representatives or the Department representatives may initiate discussion of any subject of a general nature affecting the operation of the Department or its employees.

An agenda describing the issue(s) to be discussed shall be prepared by the initiating party and distributed at least three days in advance of each meeting, and minutes shall be kept and maintained.

All persons representing both parties sit as equals with the Director of Employee Relations sitting as the facilitator. Nothing in this section shall be construed to limit, restrict or reduce the management prerogatives outlined elsewhere in this agreement.

## **ARTICLE 38            POLICE EQUIPMENT**

### **38.1    Flashlights**

City will issue "SL 15" or equivalent plastic flashlights with "SL 15 Plus" or equivalent bulb to approximate 20,000 candlepower. Each employee will be issued for their own use as personal equipment one such flashlight and recharger plus any necessary parts or replacements.

### **38.2    Police Shield**

The City shall authorize the possession of two Police identification badges by individual Police Officers. The past practice of providing one authorized Police badge inscribed upon which is the Officers serial, or identification number, shall be continued. The second authorized badge may be purchased at the expense of the individual Officer as long as it resembles the Department issued badge in all of its detail except the quality of material from which the badge is made. The individually purchased badges shall be the sole property of the Officer. However, any Officers leaving the service for reasons other than retirement shall turn in the second badge as well as the Department-issued badge.

### **38.3    Lockers**

The City shall endeavor to make available additional full length lockers for storage of personal clothing and property.

## **ARTICLE 39            MODIFIED DUTY ASSIGNMENT**

Modified duty assignments shall be governed by the [Exempt Officers' and Sergeants' Modified Duty Program](#).

## **ARTICLE 40            PROMOTIONAL TESTING**

Promotional testing shall be subject to the terms and conditions of a separate Memorandum of Agreement between the City of San Jose and the San Jose Police Officers' Association, which is incorporated herein by this reference.

## **ARTICLE 41            TRAINING**

### **41.1    FBI Academy**

During all future twelve (12) month periods the Police Administration may assign one or more members of the Command Staff (the rank of Lieutenant and above)

to attend the National FBI Academy if the Academy makes a partially subsidized opening available to the City and a member volunteers to participate. All remaining costs (aside from above-mentioned subsidy) will be borne by the City. The method of selection for attendance shall be from a list of volunteers arranged after an adequate time period of notice. Selection shall be at discretion of the Chief. In the event adequate funding for more than one Command Officer to attend the Academy in any single annual budget period is determined, the same process for selection to attend shall occur.

#### 41.2 Remedial Driver Training

Any Officer involved in two or more preventable accidents within a one year period shall receive remedial Driver Training so long as the Regional Academy makes such training available to the City. Any additional training for bargaining unit personnel shall be assigned in a non-arbitrary manner.

#### 41.3 Library

There shall be maintained at each Police facility a complete library selection including thirty (30) copies of each book, manual, periodical, study guides, etc. that are listed as required study material for all level promotional examinations.

#### 41.4 Training for Department Authorized Equipment

Training for the approved use of all Department authorized equipment will be completed at the Department's expense. Compensation of employees for such training shall be as follows: instructors will be compensated for all instruction; students will be on their own time, if their training does not fall within their Department authorized working hours.

#### 41.5 Athletic Facilities

The City agrees to provide adequate space in the appropriate police facilities for the installation of the necessary gymnasium athletic workout equipment purchased by the Association.

The Association agrees to be responsible for the installation of that equipment which it purchases. Furthermore, employees of the Police Department, and one POA representative, shall be allowed continual access to the designated space for the purpose of utilizing any piece of athletic workout equipment located therein. The City agrees to accept any liability associated with the installation, use and maintenance of all above referred gymnastic equipment. Absent a special order, employees are using these facilities on their own time.

## **ARTICLE 42                    ORGANIZATION NOTIFICATION OR COMMUNICATIONS**

- 42.1 The City shall, through the City/County Communications Department notify the On-Call Organization Representative of all incidents involving on-duty sworn Police Department personnel that may require the services of an Organization Attorney or Psychologist, i.e., shooting, accidents, major member arrest situations, etc. That is, an Organization representative is on the call-up list.
- 42.2 The Department agrees to route to the Organization President any general order, special order or personnel order. The Department will use reasonable effort to cause its unit commanders to route to the Organization President any orders or directives of a generalized nature, which affects any one or all persons, represented by the unit.
- 42.3 Upon written request of the Organization, the City Attorney himself/herself shall continue to meet with Organization representatives to discuss any perceived problems in legal representation of Officers.
- 42.4 The City agrees to put the POA on the distribution list of the Watch Commander's logs.

## **ARTICLE 43                    INVESTIGATIONS**

- 43.1 The City agrees that an Officer suspected of misconduct may be ordered to answer questions, notwithstanding the officer's constitutional rights, upon penalty of discipline, if advised that such answers may not be used in any criminal proceedings against the officer. Provided, however, only Internal Affairs investigators or command staff may so direct an Officer.
- 43.2 No photo of an Officer under investigation for criminal violations or disciplinary matters shall be made available to any media.
- 43.3 If an officer is under investigation for misconduct of any kind at the time when they are eligible for transfer (including transfer to a premium pay assignment), then the fact of such investigation shall not be considered in making a decision on their transfer, but the result of such investigation may cause the transfer to be rescinded and/or other discipline to be imposed.
- 43.4 The Department shall undertake investigations of possible misconduct and dispose of them within a reasonable period of time. While the parties recognize that the final disposition of such cases may be delayed by related criminal investigations and other considerations outside the complete control of the City, the Department shall make reasonable efforts to minimize these delays and dispose of cases in a timely manner. If an investigation is not completed within 120 days of coming into Internal Affairs, Internal Affairs will prepare a status

report at the end of the 120 day period and at 60 day intervals thereafter to be sent to the affected police officer. The inability of the Department to dispose of a case within a particular period of time shall not be subject to the grievance procedure.

## **ARTICLE 44            CHAIN OF COMMAND**

All Details, Units, and Bureaus within the complete structure of the San Jose Police Department shall follow the chain of Command in the supervisorial staff assigned to those Units. That is, Sergeants shall not be supervised by Police Officers and Lieutenants shall not be held responsible to Sergeants, etc., provided, however, during training and non-operational functions, a lower ranking employee may be in charge.

## **ARTICLE 45            PERFORMANCE EVALUATION**

### **45.1    Key Element Review**

If the employee formally receives an overall performance rating of “meets standards” or above, but receives below “meets standards” in an individual key rating, the employee may request a review of that individual key element by the Chief of Police or designee. The employee must submit a written request to the Chief of Police, or designee, specifying the reasons for the request within 30 calendar days from the date the employee received the final performance appraisal. The Chief of Police, or designee, shall investigate the request, arrange a meeting with the employee, and provide a written response to the employee within thirty (30) calendar days of receipt. The written response of the Chief of Police, or designee, shall be final.

### **45.2    Overall Rating Appeal**

If the employee formally receives an overall performance rating that is below “meets standards,” the employee may appeal the rating. Such appeal shall be made in writing to the Chief of Police, or designee, within thirty (30) calendar days from the date the employee received the final performance appraisal. The Chief of Police, or designee, shall investigate the appeal, arrange a meeting, and provide a written response to the employee within thirty (30) calendar days of the receipt.

45.2.1 If the employee is dissatisfied with the decision of the Chief of Police, or designee, the employee may, within ten (10) calendar days from the Chief of Police’s or designee’s, response, request a meeting with the City Manager, or designee. Such request shall be made in writing and shall include the reason(s) the employee is not satisfied with the decision previously rendered.

45.2.2 The City Manager, or designee, shall hold a meeting within a reasonable time, and within ten (10) days of the hearing shall inform the employee of the decision. The decision of the City Manager, or designee, shall be final. This will be the only appeal process applicable to review the performance appraisal. The employee shall have the right to Organization representation at the meeting with the Chief of Police, or designee, or the City Manager, or designee.

45.3 The performance evaluation rating period will coincide with annual shift change.

#### **ARTICLE 46           DEPARTMENT AUTHORIZED EQUIPMENT OR TECHNIQUE**

46.1 While acting in the course and scope of their employment, the use by an employee either of a department-authorized or department-required piece of equipment and/or technique, in and of itself, shall not adversely affect the employee's right to indemnification under the California Government Code as to a compensatory damage claim award against such employee, pertaining to such use.

46.2 Neither party concedes or relinquishes any of its rights under the California Government Code and other applicable statutes or precedent.

#### **ARTICLE 47           RECRUIT CLASSIFICATION**

47.1 All applicants who meet the requirements for the classification of Police Officer and who are selected for possible appointment to the classification of Police Officer shall first be classified as a Police Recruit while in attendance and training at the Regional Police Academy. A Police Recruit shall be a non-sworn employee unless and until they complete the police academy training and is graduated from the Regional Police Academy. Upon completion of such training and graduation from the Academy, a Police Recruit will be eligible to be appointed to the classification of Police Officer. While they are in the class, provisions of this Agreement unique to police officers and Disability Leave Supplement shall not apply to Police Recruits. They shall be treated by the City as a civilian employee for these purposes.

47.2 The established salary for a Police Recruit shall commence at approximately fifteen (15%) percent below that of first step Police Officer.

47.3 Police Recruits shall be awarded a step increase approximately five (5%) percent upon being sworn in as a Police Officer. Their next step increases shall be due

on their first, second, third, fourth, fifth and sixth anniversary dates of being appointed to the classification of Police Officer.

- 47.4 Whenever the City hires a Police Recruit or sworn Police Officer as a new employee, it will inform the Association in writing of such employment, giving the name, date of hire and job classification of the new employee.

The City also agrees to allocate no less than one hour at the end of second day of employment of Police Recruit(s) (new hires) for the POA to dispense information about insurance and other benefits available through the Association, the Mentor Program, the Wellness Program, salary continuation, Employee Assistance Program, Critical Incident Stress Debriefing and other Association matters.

- 47.5 The recruit classification is a temporary classification running only for the period of one Police Academy. There is no classification comparable to the Police Recruit classification.

47.5.1 The City must apply the medical standards for a Police Officer to all Police Recruits. In addition, Police Recruits must be field ready prior to being promoted to the classification of Police Officer.

47.5.2 If a Police Recruit is temporarily disabled or is otherwise not field ready for medical reasons, he or she will not be promoted to the classification of police officer.

47.5.3 If a Police Recruit is temporarily disabled or is otherwise not field ready for medical reasons, he or she will continue to serve as a police recruit in a Modified Duty capacity during the term of the Academy.

47.5.4 At the conclusion of the Academy, all Recruit positions will be eliminated. At that time,

47.5.4.1 Any Recruit who has not been promoted to the classification of Police Officer because he or she has failed to complete the Academy shall be released. However, if the Recruit was unable to complete the Academy solely due to temporary disability or other medical reasons, he or she may request reinstatement to the Police Recruit classification at the initiation of a future Academy. Any request for reinstatement must be within three (3) years of the incumbent's separation. The incumbent shall be reinstated to the future Academy if the Department deems the incumbent to be eligible.

47.5.4.2 Any Recruit who has successfully completed the Academy but has not been promoted to the classification of Police Officer



solely because he or she is not field ready due to a temporary disability or other medical reason shall be placed on unpaid medical leave during the period of disability, up to a maximum of one (1) year from the end of the Academy.

## **ARTICLE 48            RETIREMENT**

- 48.1 Pension benefits are set forth and governed in accordance with the provisions of the City Charter, Police and Fire Department Retirement Plan Municipal Code Sections, Alternative Pension Reform Framework, and Tripartite Retirement Memorandum of Agreement.
- 48.2 Permanent employees represented by the POA who transfer to Fire service shall remain in the Police and Fire Retirement plan while they are in the Fire Academy.

## **ARTICLE 49            RETIREE HEALTHCARE FUNDING**

Retiree healthcare benefits set forth and governed in accordance with the provisions of the City Charter, Police and Fire Department Retirement Plan Municipal Code Sections, Alternative Pension Reform Framework, and Tripartite Retirement Memorandum of Agreement.

## **ARTICLE 50            MODIFICATION OF BARGAINING UNIT WORK**

- 50.1 The City and the POA agree that during the term of this Agreement the City has the discretion to contract out/civilianize five (5) positions except positions in patrol, investigations or Internal Affairs. Any discussion regarding the civilianization of positions in patrol, investigations or Internal Affairs will occur separately as part of the Police Reform discussions.
- 50.2 Any contracting out and/or further civilianization of positions represented by the POA during the term of this Agreement would be subject to the meet and confer process. The City will provide advance notice to the POA and the opportunity to demand to meet and confer regarding contracting out and/or further civilianization of work currently performed by bargaining unit members.

## **ARTICLE 51            COMMUNITY POLICING**

- 51.1 The POA hereby reiterates its support for the concept and implementation of community policing, and endorses the same. The POA and the City agree to combine efforts to ensure the success of Community Policing.

- 51.2 The mutual efforts of the parties include, but are not limited to, joint presentations by the Chief (or their designee) and the POA President (or their designee) to support Community Policing before members of the Police Department, community groups, media or other forums or groups determined by the parties.
- 51.3 Each party shall also support and encourage community policing on its own.
- 51.4 At its own expense, the POA shall provide printed material such as public education brochures on Community Policing for distribution to the residents and businesses in San Jose. Such printed materials shall be found acceptable by the Police Chief before distribution.
- 51.5 Eighteen (18) patrol positions within existing patrol teams in BFO shall be designated as Community Policing beats, in high gang and crime districts.
- 51.5.1 Each officer assigned to these specific beats will be responsible for including other community policing efforts within their district. These officers will collaborate with SJPd Special Operations and Bureau of Investigations in an effort to focus their work in high crime areas, and will work with patrol command staff in order to liaison with community action teams and attend community meetings within their district. Community Policing Officers will collaborate with outside law enforcement agencies and City staff in order to gain useful information to perform their assignment efficiently.
- 51.5.2 Community Policing Officers will be assisted by special operations units in order to address community problems and goals, without affecting their patrol team's work load or response time to calls for service (e.g., probation and parole searches, surveillance, search warrants, arrest warrant services).
- 51.5.3 Community Policing Officers will be in full uniform and drive a marked patrol unit in order to deter crime within the "hot spots."
- 51.5.4 Community Policing Officers will not be subject to the paid overtime limits for Department approved community policing events, as determined by the Department. Overtime may occur during their scheduled work days, as well as days off, with supervisory approval.
- 51.5.5 The City and the POA agree to schedule periodic Coffee-With-A-Cop events.
- 51.5.6 Community Policing Officers will be trained in other City and County services so they can quickly respond to and refer concerns to the most appropriate agency. Examples include, but are not limited to:
- Urban blight

- Trash cleanup
- Abandoned car removal
- Graffiti
- Vandalism
- Neighbor disputes
- Unhoused persons/camps
- Gang activity
- Neighborhood Watch/Neighborhood Association liaison

51.5.7 A City issued phone with dedicated Community Policing number will be provided to Community Policing Officers for the purpose of providing residents and businesses with a designated phone number to contact for each division.

## **ARTICLE 52            DRUG AND ALCOHOL TESTING**

52.1 All bargaining unit members are subject to the [City's Substance Abuse Program and Policy](#), which allows for reasonable suspicion testing for drugs and alcohol.

52.2 Testing Standards:

The City intends to utilize the same testing standards as the Federal Department of Transportation's Federal Motor Carrier Safety Administration that are in effect as of the date of this Agreement. For more information, please refer to the [City's Federal DOT Drug and Alcohol Testing Policy](#).

52.3 Random Drug and Alcohol Testing:

15% of the total bargaining unit members on a random basis each year will be tested for controlled substances and/or alcohol. The tests shall be unannounced, with all members selected from a random pool and will be administered by the City or a third-party administrator. The City shall determine the date, time, and location of each test and will be responsible for the cost of testing. Officers subject to random testing may be ordered to submit to a controlled substance and/or alcohol test whenever randomly selected, up to two (2) times in any 12-month period.

Employees selected for testing shall be personally notified, by the Human Resources Department or by department command staff.

Refusal to comply with either form of testing, as provided in this section and 53.1 above, shall be considered a positive test result and this refusal, in and of itself, is subject to disciplinary action, up to and including dismissal from City service. Any other positive test result will also be subject to disciplinary action, up to and including dismissal from City service.

#### 52.4 Post Work-Related Accident Testing:

The driver is responsible for providing a urine and breath sample for testing as soon as possible after a work-related moving vehicle accident (whether or not the driver was at fault). Alcohol and drug testing is to be completed as soon as possible, but not later than eight (8) hours following the accident for an alcohol test and thirty-two (32) hours following the accident for a drug test, unless testing cannot be completed due to a medical emergency. Tests for alcohol shall be administered on-duty by the Chief or their designee using a Department-issued Preliminary Alcohol Screening (PAS) device.

Except in medical emergencies, failure of the driver to remain readily available for drug and/or alcohol testing will be considered a refusal to submit to testing and subject to discipline.

#### 52.5 Return to Duty and Follow-up Testing:

At the conclusion of treatment and/or any disciplinary action a return to duty test must be conducted immediately prior to the return to work of an individual who has violated the prohibited drug or alcohol conduct standards. The employee shall be required to have a verified negative controlled substances test, or if applicable, a negative breath alcohol test.

#### 52.6 Split Specimen:

Employees who are notified of a positive test result will be advised that the “split” specimen can be used for confirmation.

#### 52.7 Consequences of a Positive Alcohol and/or Drug Test:

An employee who has a positive alcohol and/or drug test, will be subject to the actions outlined in the City's [Substance Abuse Program and Policy](#).

### **ARTICLE 53            TIME DONATION PROGRAMS**

Employees may donate time to eligible employees as outlined in the Time Donation Programs Section in the City Policy Manual.

### **ARTICLE 54            SEPARABILITY**

Notwithstanding any other provisions of this Agreement to the contrary, in the event that any article, or subsections thereof, of this Agreement shall be declared invalid by any court of competent jurisdiction, or by any applicable State or Federal law or regulation, or should a decision by any court of competent jurisdiction or any applicable State or

Federal law or regulation diminish the benefits provided by this Agreement, or impose additional obligations on the City, the parties shall meet and confer or negotiate on the Article or subsections thereof affected. If they are unable to come to an agreement on the matter, the provisions of Section 1111 of the Charter shall apply. However, to the extent that the Article or subdivision falls outside the scope of Section 1111, both parties retain all rights provided by state law, including MMBA Section 3505.4 – 3505.7. All other provisions of this Agreement not affected shall continue in full force and effect.

## **ARTICLE 55            MEET AND CONFER AND INTEREST ARBITRATION**

The meet and confer process between the City and the Police Officers' Association shall be conducted in accordance with the following procedures:

- 55.1 Meet and Confer. The goal of the meet and confer process is to reach a voluntary settlement which adequately addresses the interests of both parties. The parties shall be committed to conducting the process in good faith, treating all participants with respect and honoring each other's time by providing advance notice of scheduled and cancelled meeting dates.
- 55.2 Mediation. In the event impasse is declared regarding contract negotiations for a new MOA, the parties will participate in mediation prior to arbitration in an attempt to resolve the dispute. However, the parties shall arrange for the third neutral member of the arbitration board and schedule arbitration dates in advance (arbitration, including the selection of the third member of the arbitration board, shall be conducted in accordance with City Charter Section 1111). If the mediation process has not been completed within a 90-day period, beginning with the first day of impasse as determined by written notification of impasse by either party, either party may proceed to arbitration on those issues which fall within the scope of Section 1111, both parties retain all rights provided by state law, including MMBA Section 3505.4 – 3505.7. All issues concerning the scope of the Arbitration Board's authority, jurisdiction or powers shall, upon request of either party, be resolved by petition to the Superior Court.
- 55.3 If the parties remain at impasse following mediation, the POA may choose to make a presentation during a public City Council meeting without the requirement of a Council response.

## **ARTICLE 56            PROBATIONARY PERIOD**

- 56.1 With respect to the method for calculating the end of the probationary period for employees within the SJPOA bargaining unit, vacation time, sick time, disability leave, lost time, and all other periods of absence with or without pay shall *not* be considered to be part of the employee's service to the City and shall *not* count

toward the calculation of the employee's probationary period except as specified in 57.3 below.

- 56.2 Time spent on modified/light duty shall not count toward calculation of the employee's probationary period, other than employees serving a promotional probationary period in the classification of Sergeant and above who are in permanent modified duty positions.
- 56.3 Compensatory time off that is mandated in writing by the City pursuant to Section 13.6.5 of the Memorandum of Agreement shall be deemed to be part of the employee's service to the city and shall count toward the calculation of the employee's probationary period. Additionally, voluntary approved compensatory "time off", up to and including eighty (80) hours in the aggregate, whether taken in sort or extended increments shall be deemed to be part of the employee's probationary period. Any and all voluntary approved compensatory "time off" in excess of eighty (80) hours shall *not* be considered to be part of the employee's service to the City and shall *not* count toward the calculation of the employee's probationary period.
- 56.4 The City agrees to indemnify the Association as to any liability arising solely from the implementation of Section 56.2. The indemnification also extends to the act of Association's cooperation in the defense of this section before any forum.

The City will not indemnify the Association for any liability caused by separate acts or omissions independent of the acts described in Section 56.2. For example, the City would not indemnify the Association if the Association is found liable for misrepresentations or nondisclosures to its membership, or liable for any breach of duty of fair representation other than a breach predicted solely on the acts or omissions described in Section 56.2.

The City will not pay attorneys' fees to or on behalf of the Association but at the sole option of the Association, the City Attorney's Office will defend the Association against claims or lawsuits arising from the implementation of Section 56.2 so long as the Association waives any conflict of interest, actual or potential, arising out of representation by such counsel. However, legal counsel for the City shall keep Association informed of all developments particularly as to any possible settlement of the dispute/litigation. The Association shall have the right to participate in the defense.

The City's obligation to indemnify, as described above, is conditioned upon the City having primary authority for the defense. The Association and the City attorneys shall cooperate in the defense of the case. The Association may not agree to any settlement involving its financial liability without consent of the City.

## ARTICLE 57 RELEASE TIME

57.1 Paid Release Time is permitted under the following circumstances:

57.1.1 A total of one and one-half positions (1.5) shall be allocated to the Union for City paid release time, and allocated as follows:

Union	Number of Positions
President	0.5 (one-half)
Vice President	0.5 (one-half)
Chief Financial Officer	0.5 (one-half)
<b>Total</b>	<b>1.5 (one and one-half)</b>

57.1.2 Attendance at Meet and Confer sessions between the Employee Organization and the City.

57.1.3 Attendance at scheduled meetings with management, such as scheduled grievance or disciplinary meetings by a designated representative of the Employee Organization.

57.2 City Paid Union Release Time (URT). The designated bargaining unit representative(s) shall use the City Paid Union Release Time (URT) payroll code for any paid time off eligible for release time from regular City duties to attend authorized meetings. The designated bargaining unit representative(s) shall not receive compensation for meetings that may occur outside their work hours, inclusive of any unpaid lunch period. Upon request by the City, the bargaining unit representative(s) shall provide the City with a general explanation of the business conducted when the URT code is used.

## ARTICLE 58 REHIRED RETIREE

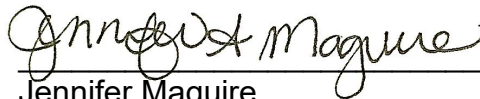
58.1 Details related to the Rehired Retiree Program will be provided for in City Administrative Policy Manual Section 3.1.5, Reemployment of Retirees. The Chief of Police or designee shall determine the Administrative positions/assignments performed by employees in the Rehired Retiree Program, subject to the guidelines in City Administrative Policy Manual Section 3.1.5.


The City and the POA agree to meet and confer over a period not to exceed 60 days from the date the overall tentative agreement for a successor Memorandum of Agreement is signed by all parties and approved by City Council, regarding the process and guidelines for non-administrative assignments.

THIS AGREEMENT executed on the **13th day of December, 2022**, between the City of San Jose and the San Jose Police Officers' Association, in WITNESS thereof, the appropriate representative if the parties have affixed their signature thereto.


**For the City of San Jose:**

**For the San Jose  
Police Officers' Association:**

 7/18/2023  
\_\_\_\_\_  
Jennifer Maguire  
City Manager

 7/18/2023  
\_\_\_\_\_  
Sean Pritchard  
President, SJPOA

 7/18/2023  
\_\_\_\_\_  
Jennifer Schembri  
Director of Employee Relations

 7/18/2023  
\_\_\_\_\_  
Anthony Mata  
Chief of Police



## EXHIBIT I

### Estimated Salaries Effective December 11, 2022

Job Code	Job Classification	FLSA	Top Step	Hourly Rate (Min)	Hourly Rate (Max)	Annual Salary (Min)	Annual Salary (Max)
2214	Police Recruit	N	1	\$45.83	\$45.83	\$95,326.40	\$95,326.40
2215	Police Officer	N	7	\$53.37	\$71.49	\$111,009.60	\$148,699.20
2216	Police Sergeant	N	5	\$68.09	\$82.75	\$141,627.20	\$172,120.00
2217	Police Lieutenant	N	5	\$78.82	\$95.85	\$163,945.60	\$199,368.00
2218	Police Captain	N	5	\$91.26	\$110.90	\$189,820.80	\$230,672.00

### Estimated Salaries Effective June 25, 2023

Job Code	Job Classification	FLSA	Top Step	Hourly Rate (Min)	Hourly Rate (Max)	Annual Salary (Min)	Annual Salary (Max)
2214	Police Recruit	N	1	\$47.66	\$47.66	\$99,132.80	\$99,132.80
2215	Police Officer	N	7	\$55.50	\$74.35	\$115,440.00	\$154,648.00
2216	Police Sergeant	N	5	\$70.81	\$86.06	\$147,284.80	\$179,004.80
2217	Police Lieutenant	N	5	\$81.97	\$99.68	\$170,497.60	\$207,334.40
2218	Police Captain	N	5	\$94.91	\$115.34	\$197,412.80	\$239,907.20

### Estimated Salaries Effective June 23, 2024

Job Code	Job Classification	FLSA	Top Step	Hourly Rate (Min)	Hourly Rate (Max)	Annual Salary (Min)	Annual Salary (Max)
2214	Police Recruit	N	1	\$49.09	\$49.09	\$102,107.20	\$102,107.20
2215	Police Officer	N	7	\$57.17	\$76.58	\$118,913.60	\$159,286.40
2216	Police Sergeant	N	5	\$72.93	\$88.64	\$151,694.40	\$184,371.20
2217	Police Lieutenant	N	5	\$84.43	\$102.67	\$175,614.40	\$213,553.60
2218	Police Captain	N	5	\$97.76	\$118.80	\$203,340.80	\$247,104.00